Web Site Administrator's User Manual

Prepared by Out of the Box LLC,
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Table of Contents

Page #	Title
1	Getting to Know the Site Administration Console
2	Add Events to the Home Page.
5	ENMU Administration - Adding Events to Calendar
8	ENMU Administration - Adding Jobs to Job Listing
11	Creating a New Article Page:
12	Using the Content Box
14	Inserting a New Table
14	Styling Text
16	Inserting Pictures
20	Steps to Inserting a Picture Gallery
20	Steps to Uploading and Linking a PDF
23	Linking to Internal and External Pages
26	Inserting Video
31	Using Categories
32	An Example of Using a Category and a Bit about Pre-Planning

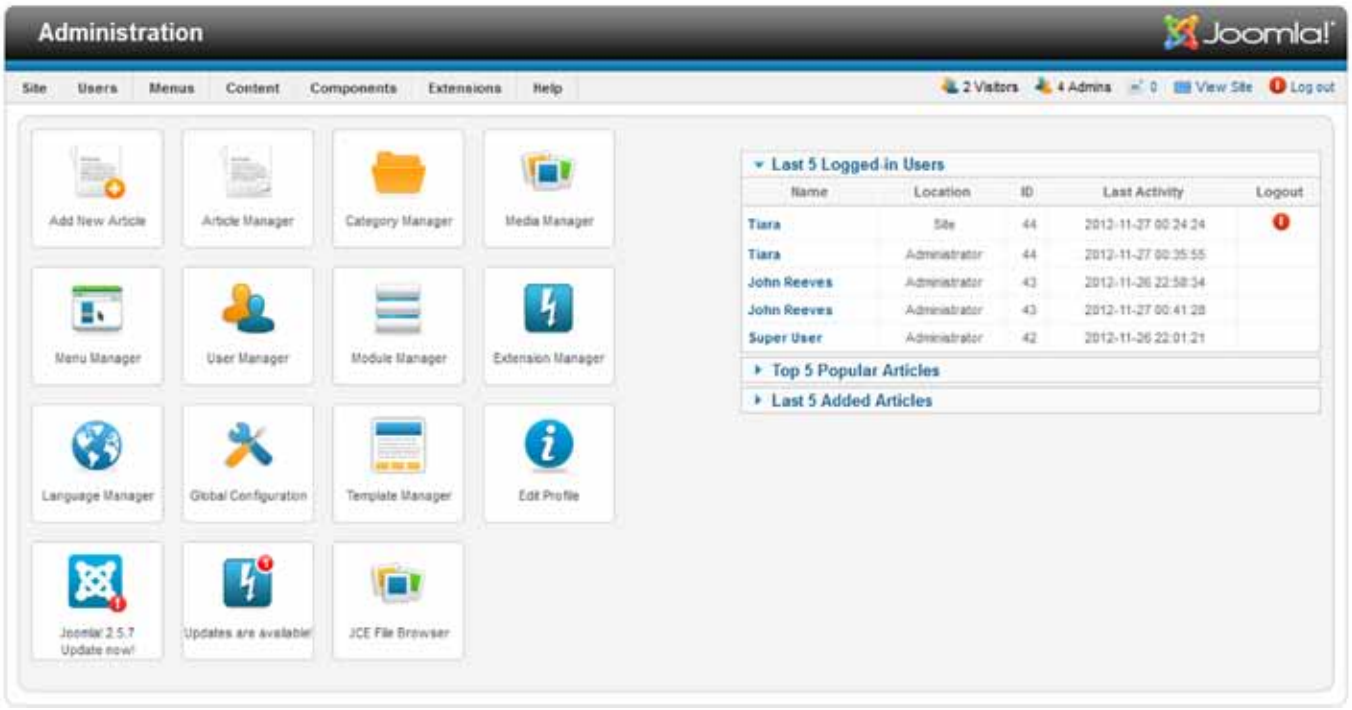
About the Manual

The process of adding pages and editing pages to the new ENMU-Ruidoso web site is quite simple. This manual is designed to give you a complete set of instructions on how to update events, calendars and job listings, create new article pages, having new article pages inside specific categories, edit current pages, insert pictures and picture galleries, embed video, and create external and internal links. Please note there will be some HTML experience required, however there will also be graphics and code snippets to help you along. Alright let's get started!

Getting to Know the Site Administration Console

The site administration console has everything needed to edit the site and site settings. When you first see the console, it can be a bit overwhelming. However for this manual we only need to focus on adding and updating the article pages, updating events, as well as the media that goes with it. ***Figure 1*** shows the Administration Console Home Page (i.e. "Control Panel"). Most of what you as the user will be working with, is the Content and Components sections which is found in the menu bar and in the top row of icons.

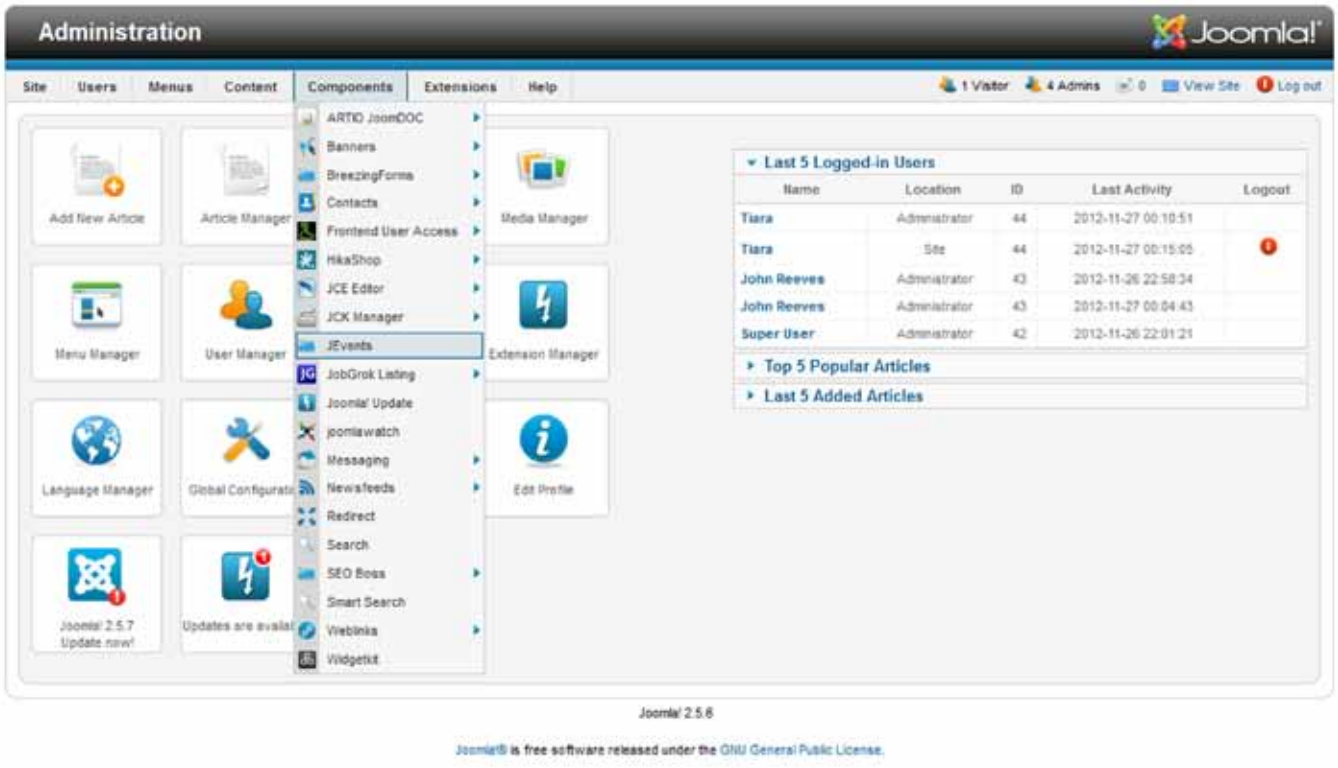
Figure 1



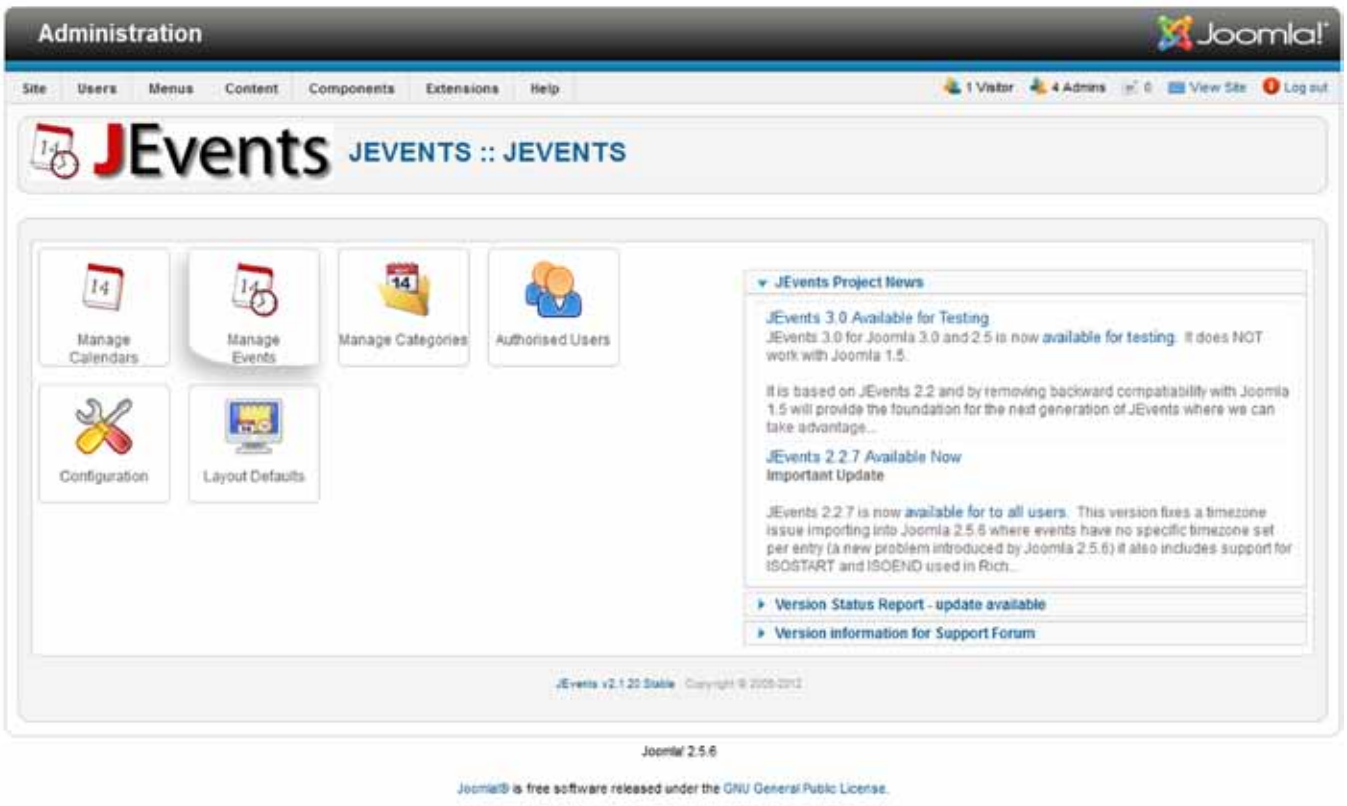
Add Events to the Home Page.

End Result:

1. Log into the ENMU back-office:
    a. Permanent: http://www.ruidoso.enmu.edu/administrator
    b. Temporary: http://50.22.135.143/~enmu/administrator/
        i. Must have Super User or Administrator Access
2. Enter your user name and password
3. Once you see your control panel select Components and then JEvent



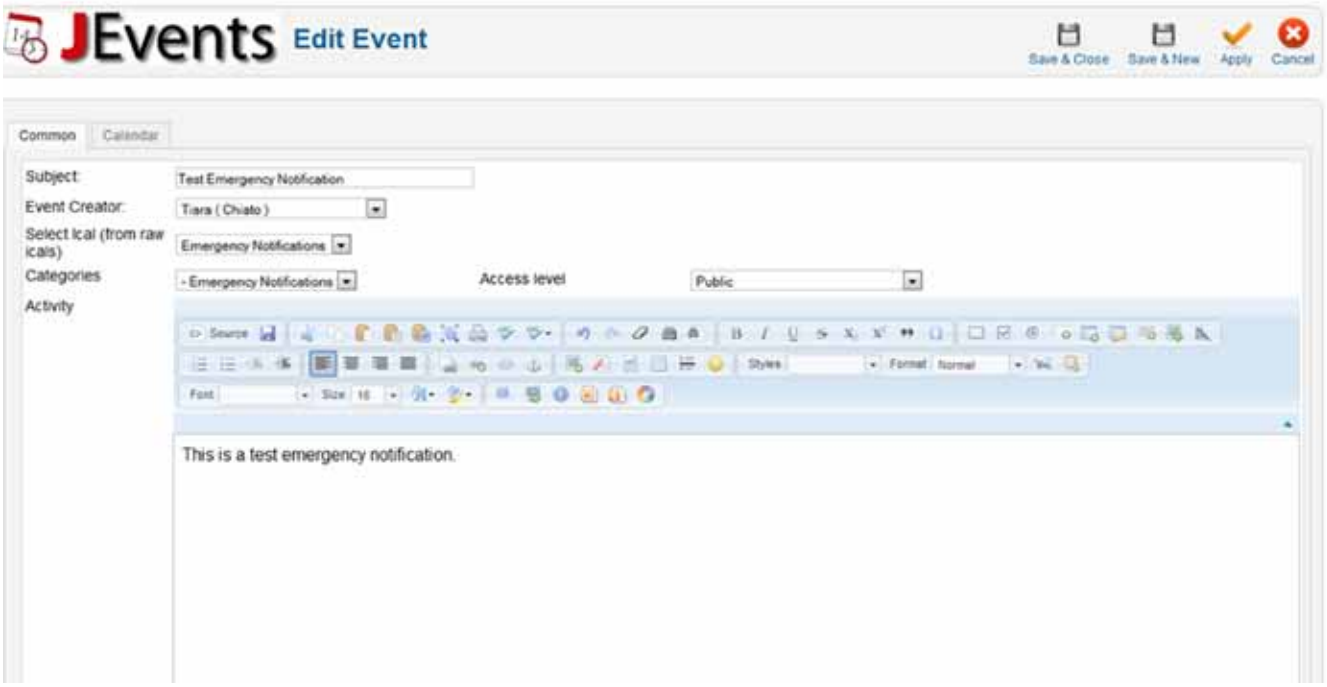
4. You will see the JEvents control panel.



5. Select Manage Events
6. Select the New Event Button
7. The Edit Events screen will be in your window under the first tab named **Calendar**. Specify the Day and Date on the Events. **Keep in mind that the system will only show events on the front page that are within 15 days**. Specify the “Start, End, and Duration”. You can also specify if you want your event to repeat under “Repeat type
8. Select the **Common** tab. Here you will enter the “Subject” which is the name of your

event. You can specify the “Event Creator” and use the drop down menu to specify the creator if different from the logged in user. The two types of events that can show up are either Campus **Events** or **Emergency Notification**. For the “Select Ical (from raw icals)” select one of the 2 event types for the Calendar. The “category” you select should be the same as the calendar you selected.

9. Under “Activity” you can describe your event. It has the same text editor so you have

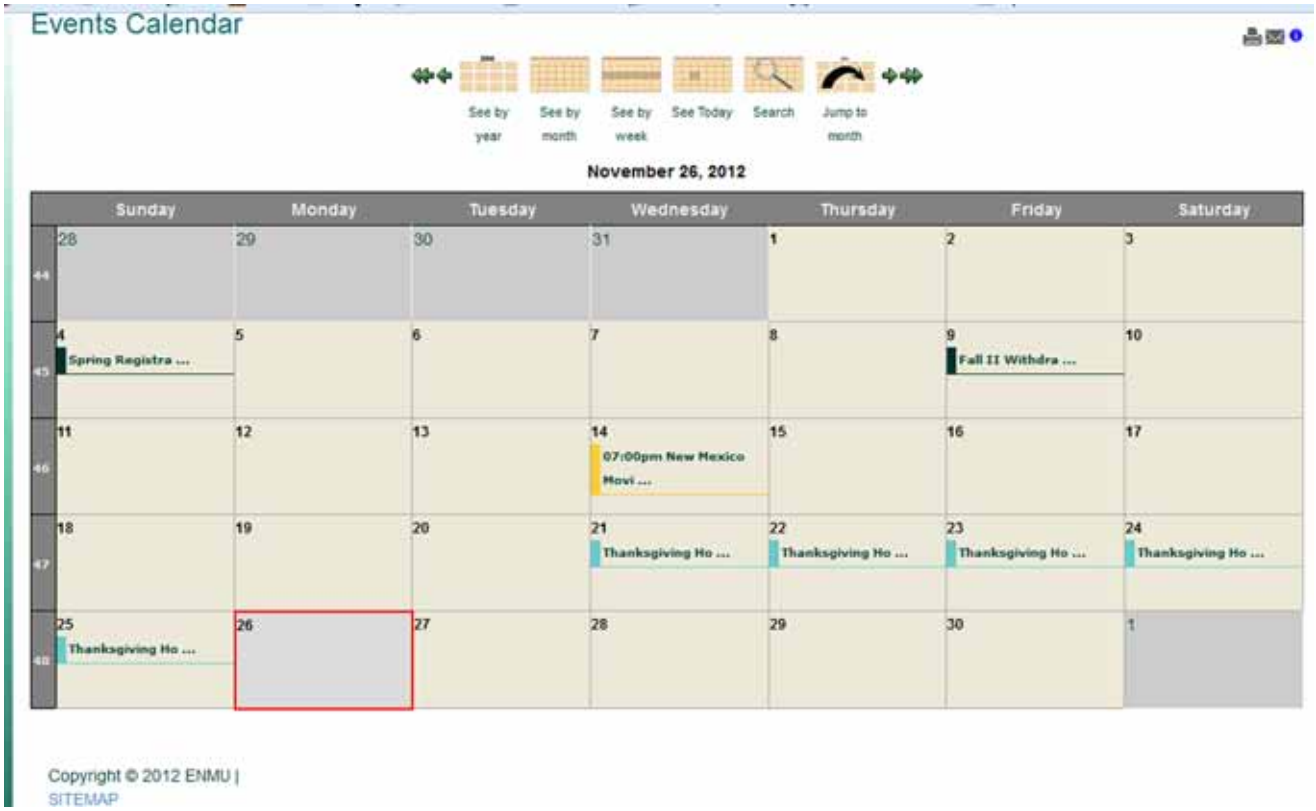


many options on how you want your audience to see the information. Under “Location” specify where the event/emergency is taking place. The “Contact” field will contain any individual or organization to contact concerning the event.

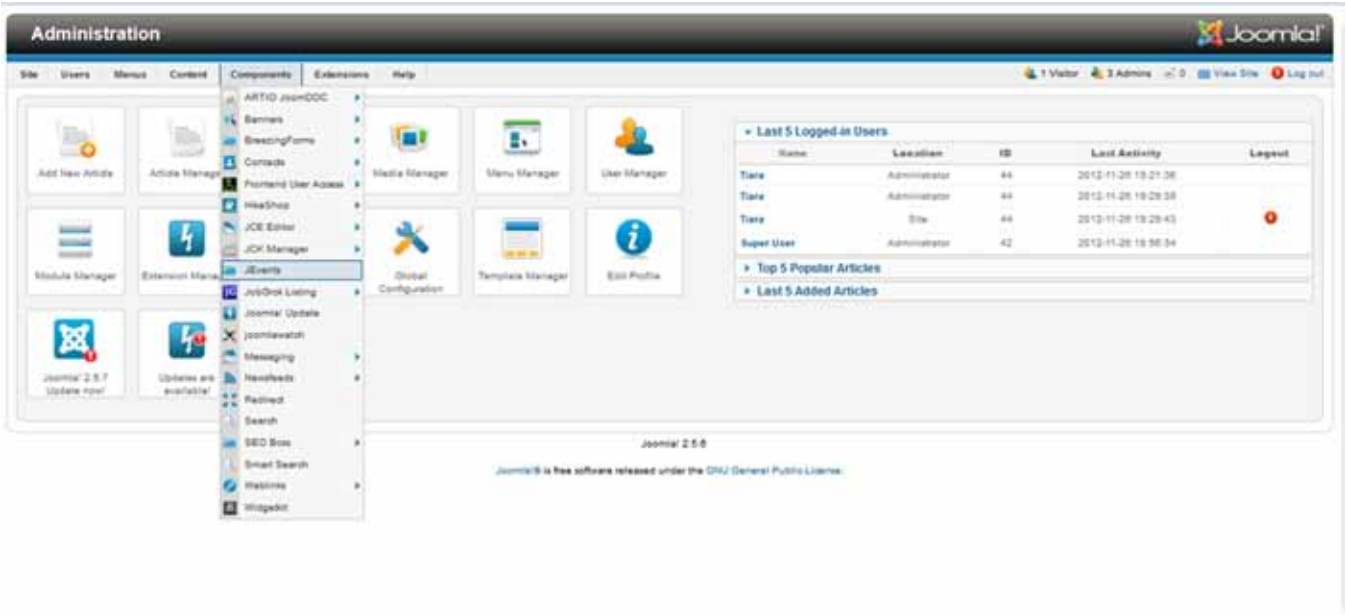
10. Once complete Save and Close.

ENMU Administration-
Adding Events to Calendar

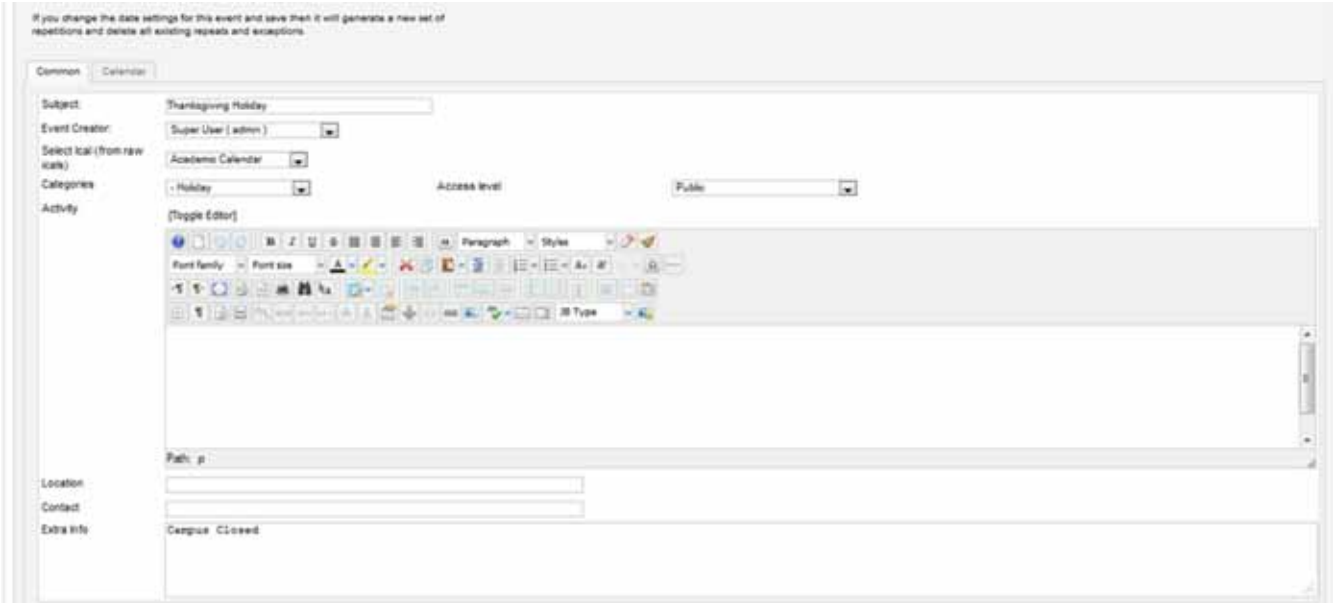
End Result:



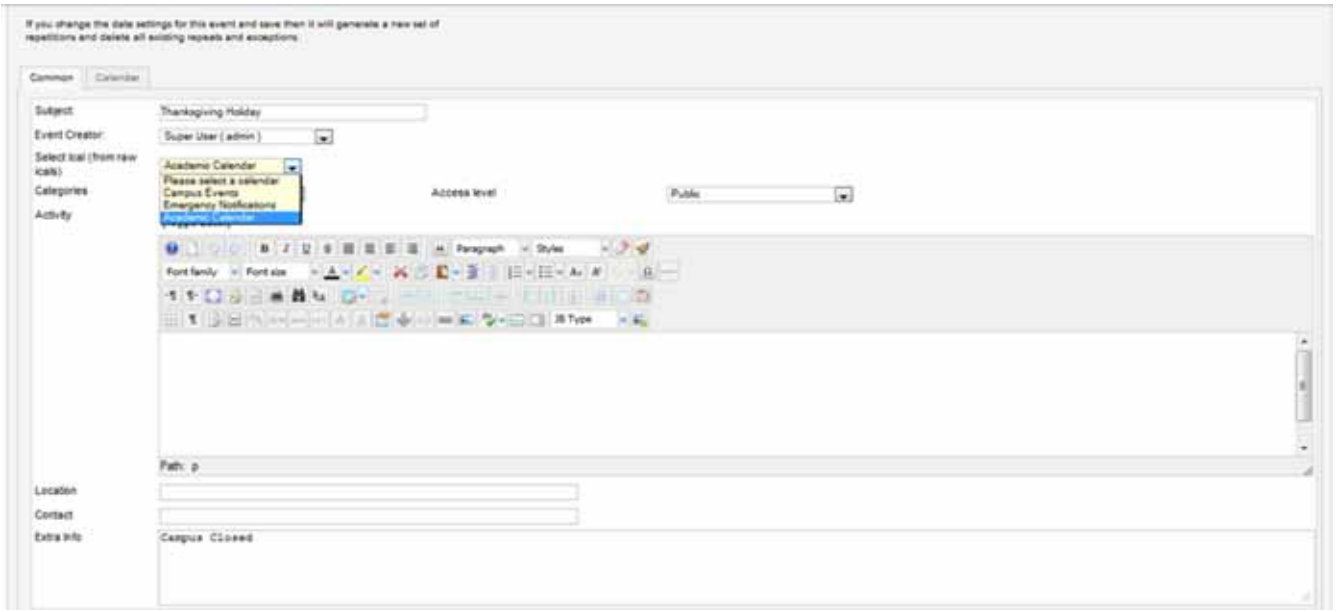
1. From Admin Home screen, scroll over “Components” tab
2. From the drop down box, select “JEvents”



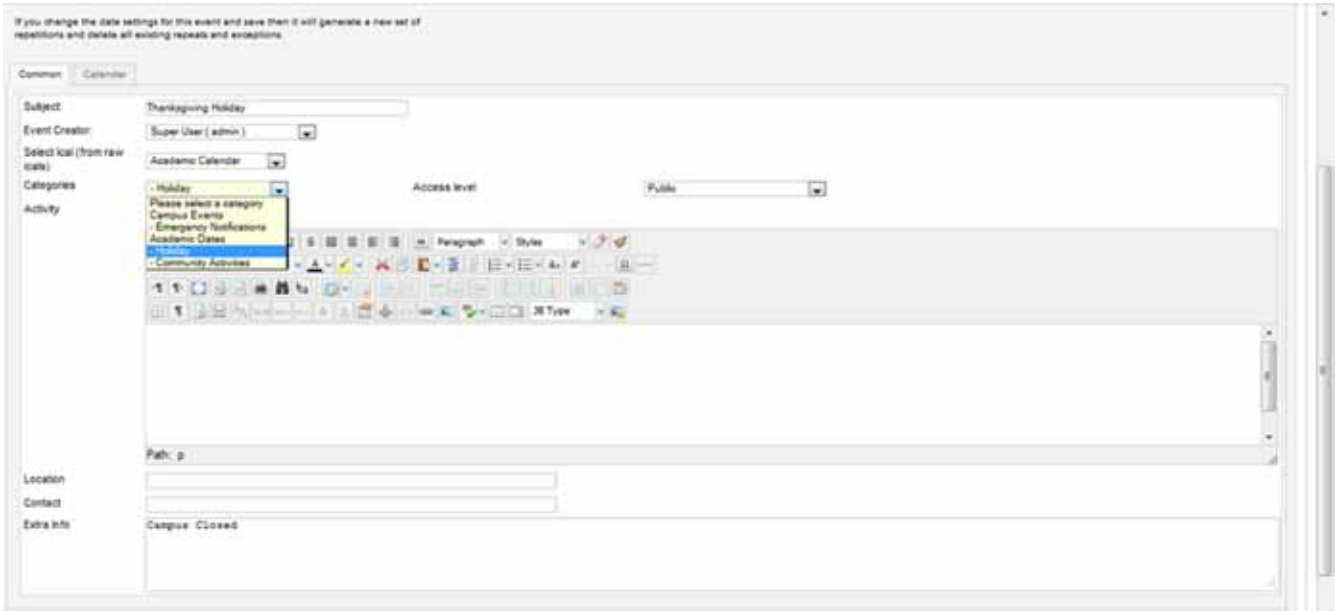
3. Select “Manage Events”
4. Select “New” from top right corner
5. On the “Common” tab enter Name of event in the “Subject” box



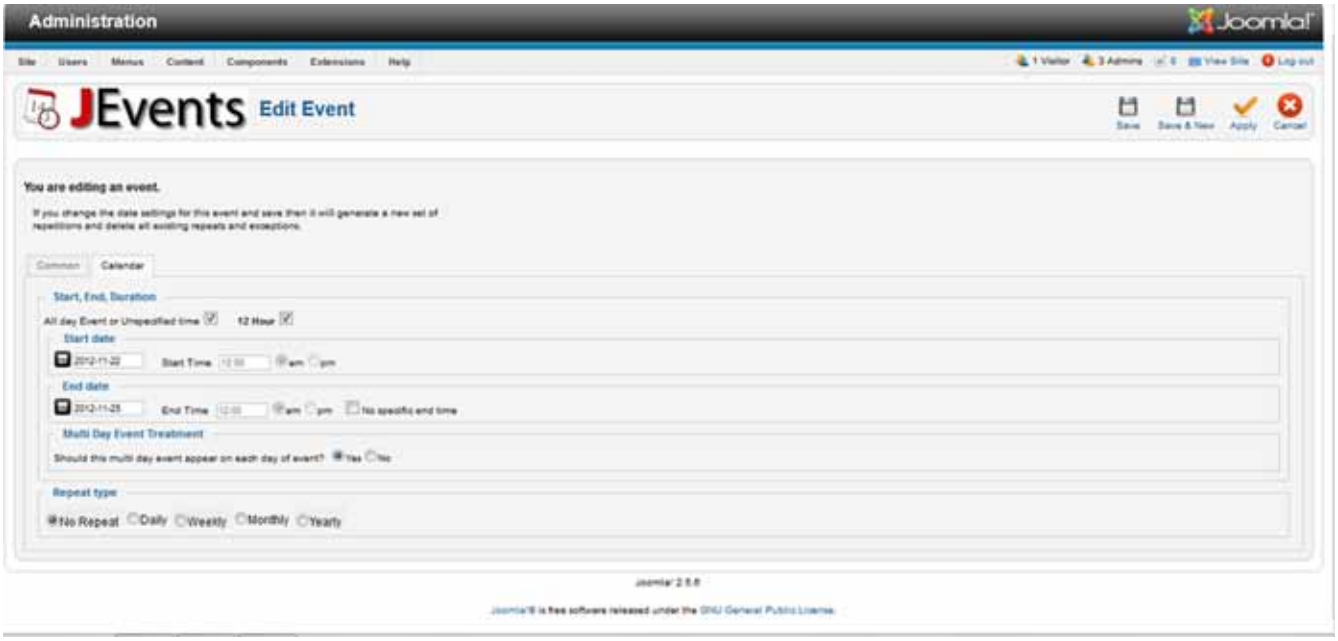
6. Select what calendar the event will show on from “Select Ical” drop box



7. Select the type of event from the “Categories” drop box

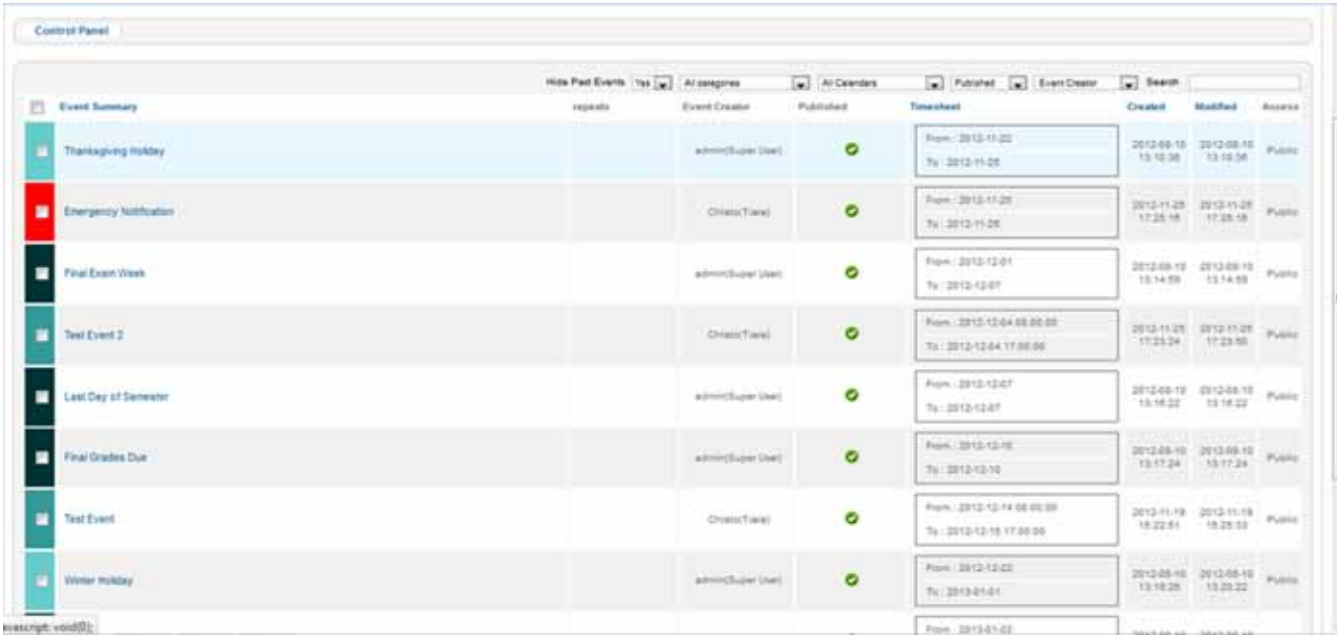


8. Select the “Calendar” tab, enter the start/end dates as well as times and/or repetition



9. Select “Save” from the top right corner

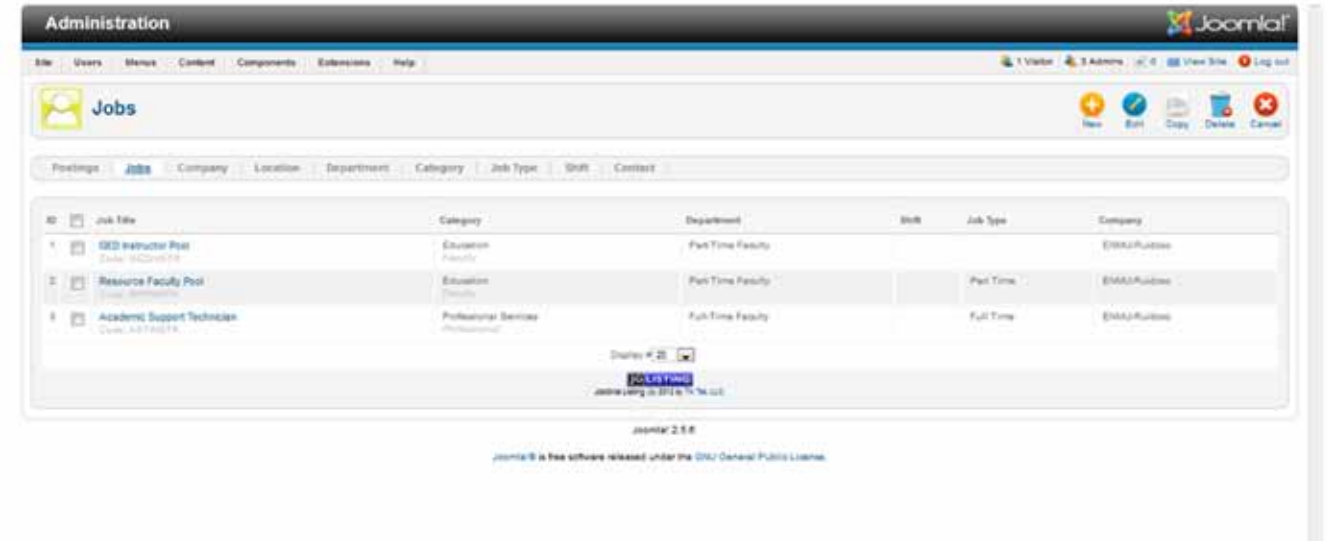
10. Once saved, will automatically return to JEvents page. Refresh and ensure the event appears on the list and is showing a Green check under “Published” column



ENMU Administration- Adding Jobs to Job Listing

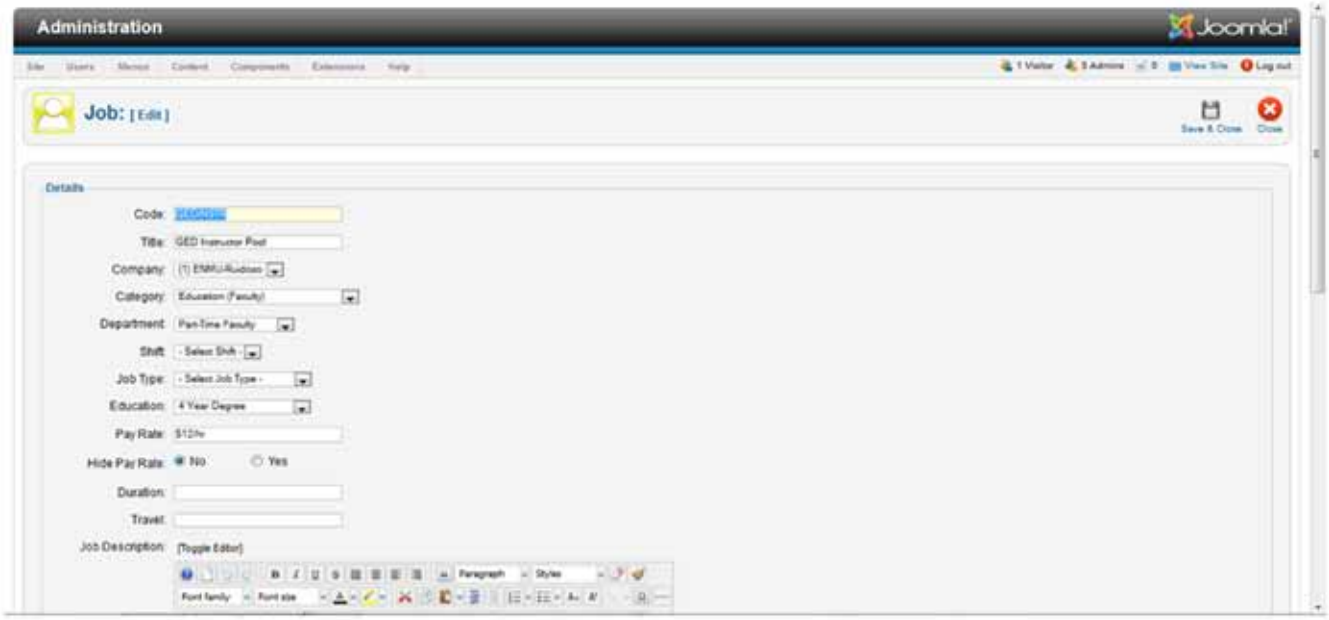
1. From Admin Home Page, scroll over “Components” tab
2. From drop box, select JobGrok Listing

3. Select “Jobs” tab, top left

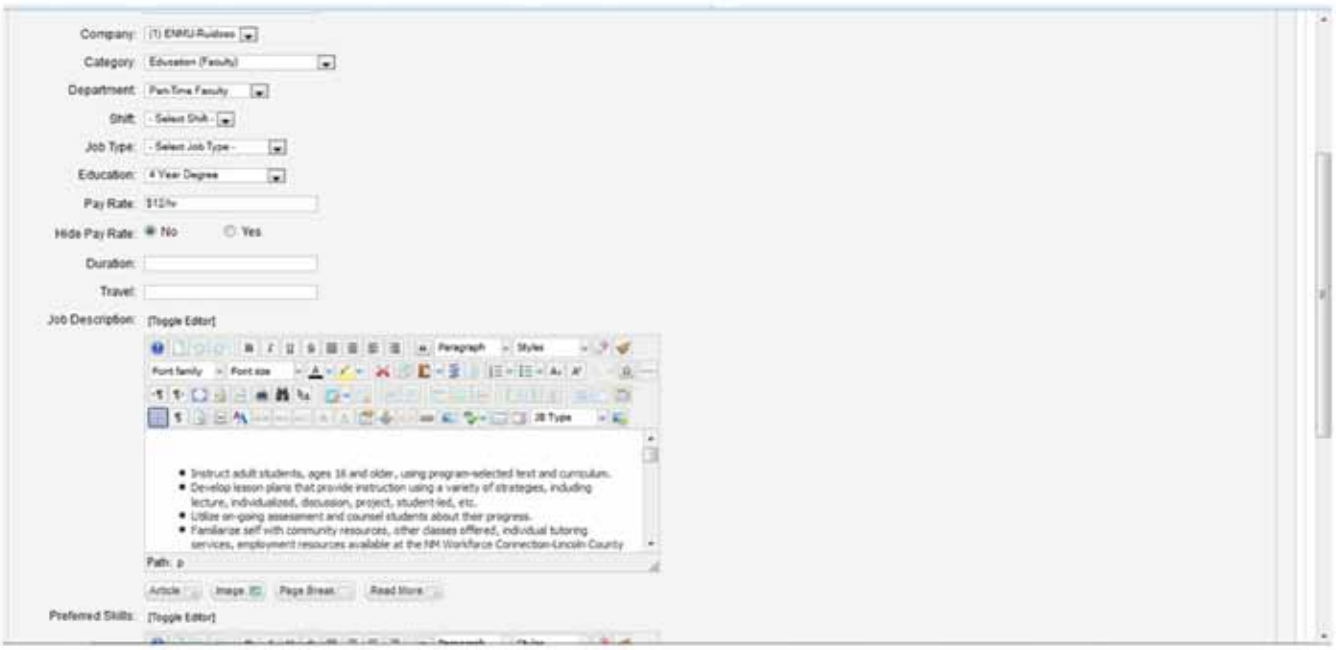


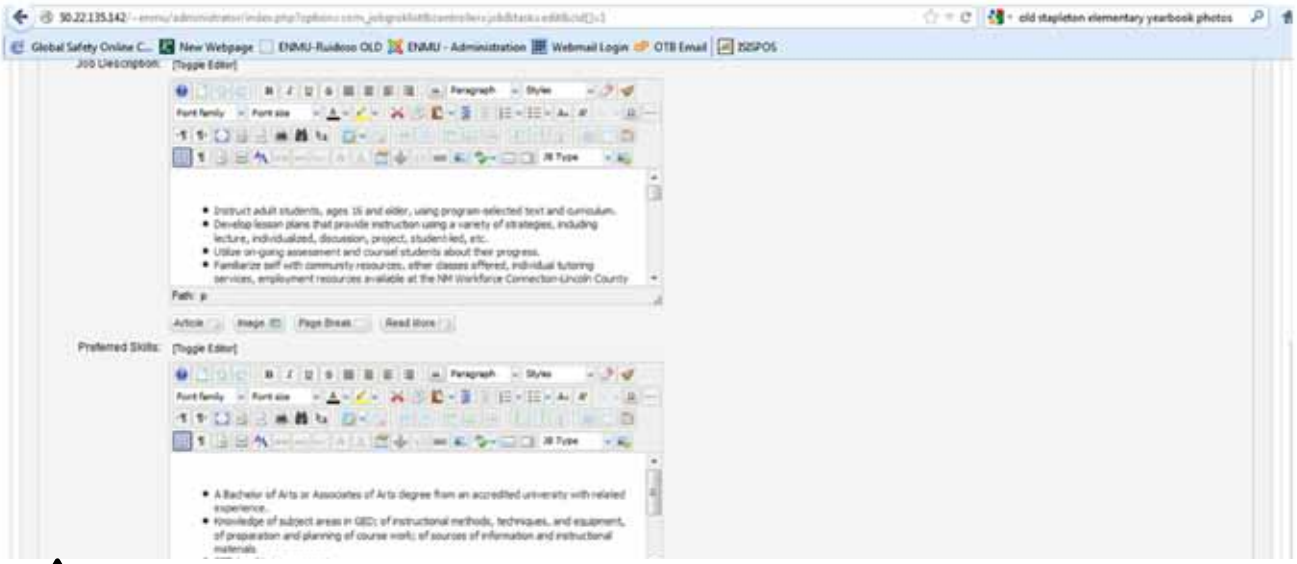
4. Select “New” from the top right corner
5. Enter the code for the job listing in the “Code” section

(ex. GED Instructor Pool= GEDINSTR)



6. Enter the job title in the “Title” section
7. Enter remaining information in their designated sections

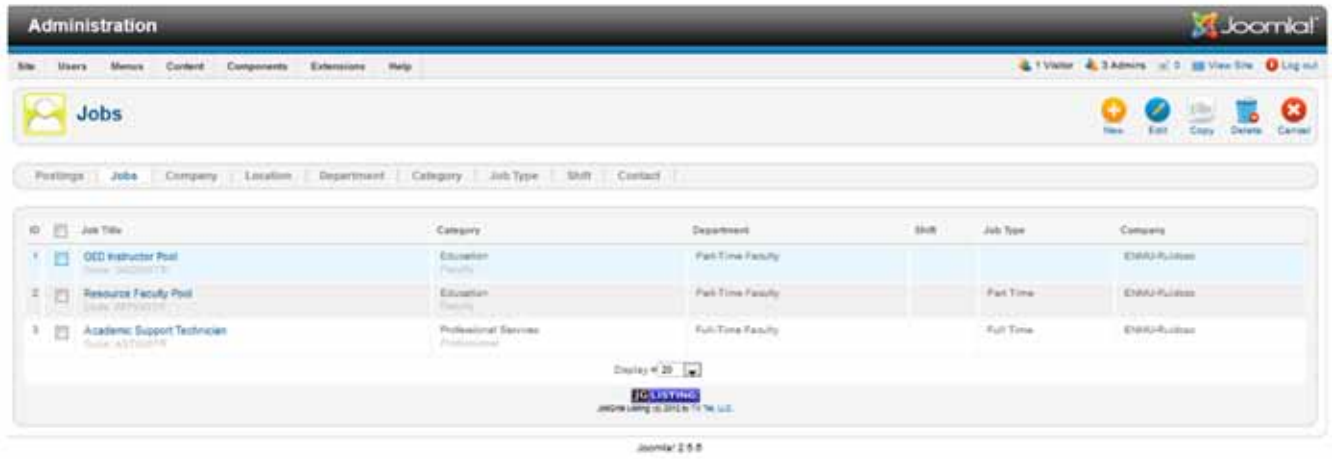




Always make sure to enter the contact information for the job, in the “Job Description” section

ENMU-Ruidoso
Attn: Amber Rost
Human Resources
709 Mechem Drive
Ruidoso, NM 88345
For more information call (575) 257-2120

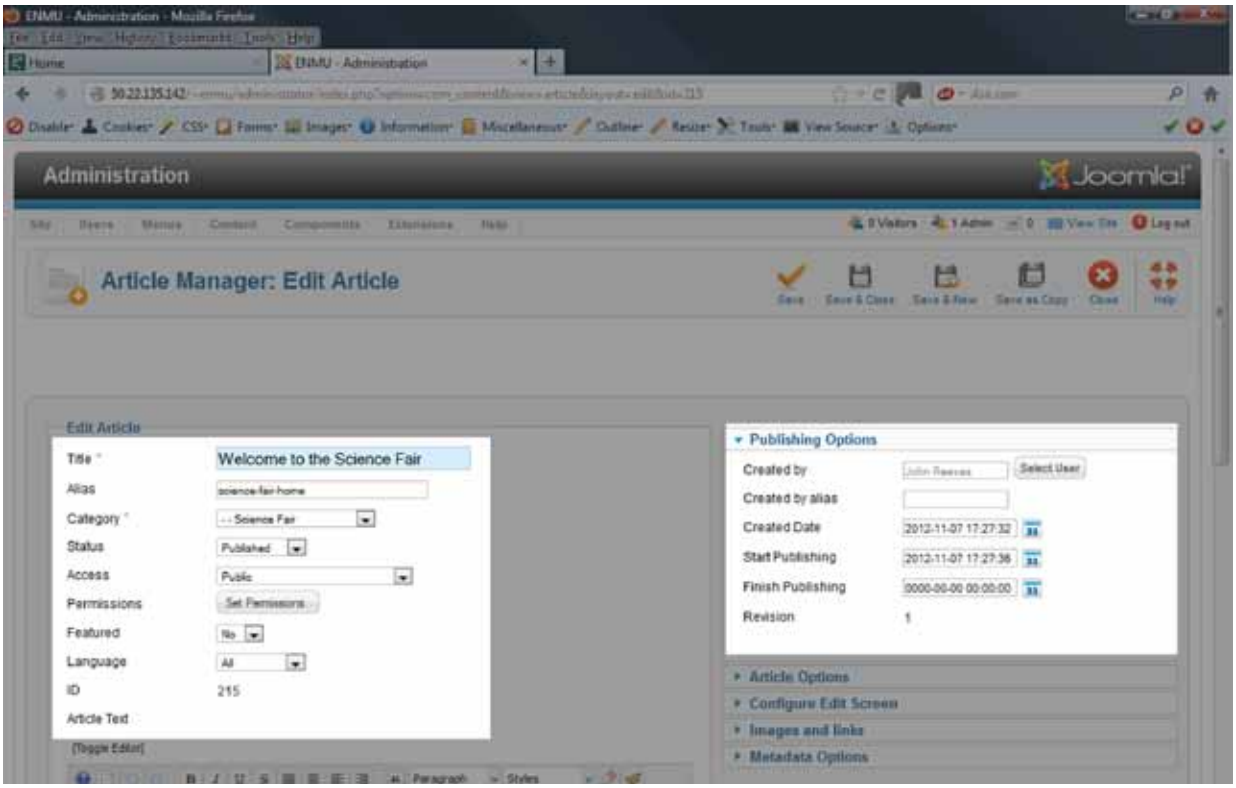
8. Ensure all information is entered correctly, then select “Save & Close” from top right corner
9. Once back to “Jobs” screen, refresh the site page¬¬ and make sure the job posting shows



Creating a New Article Page:

1. Starting on the home page of the site administration console (Figure 2), click on Article Manager, or just click “Add New Article”.
Figure 5 shows the article page dialog console. Similar to setting up a category, you will need to give the article a title, an alias, select a category where the page will reside, and select a user name.

Figure 2

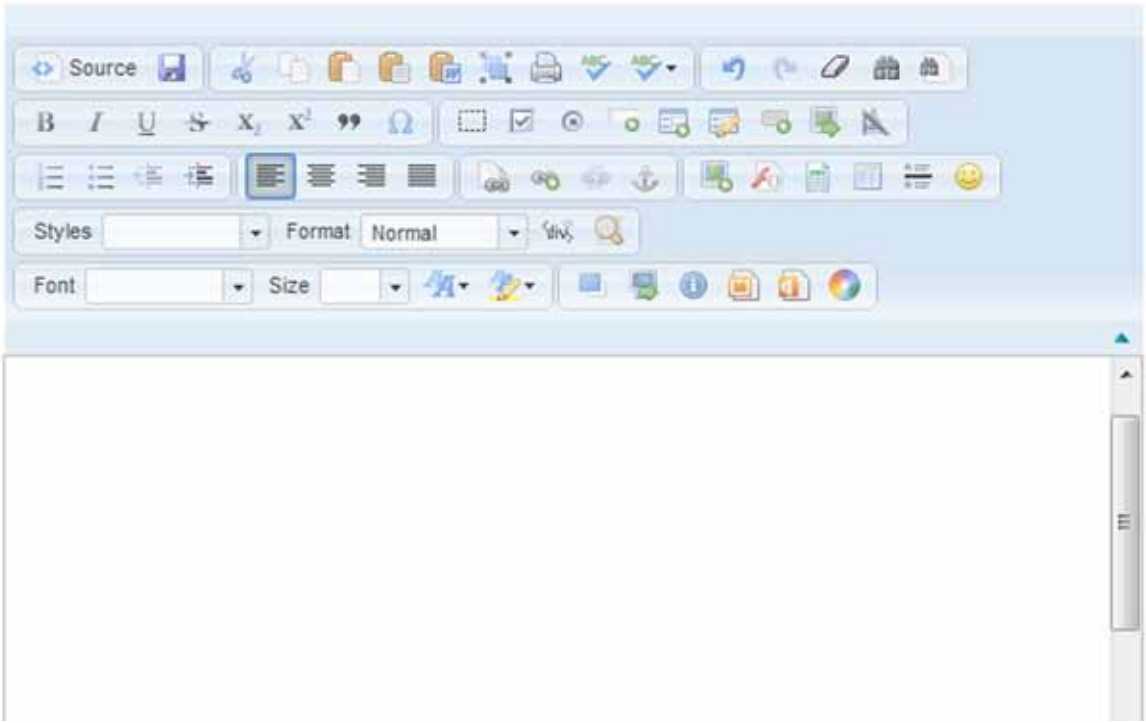


2. Give the Article a title and an alias then select the category of which the new article would go under. (Note most all the pages are set up in the “Sample Data-Articles” category.)
3. Select a user name.
4. Set the publishing dates. Note that you will want to leave the “Finish Publishing Date” blank. The “Finish Publishing Date” sets the date that the page will be automatically set to a deactivated state.
5. Insert content into the Content Box.

Using the Content Box

The article pages of the ENMU-Ruidoso web site conform to a template that is designed to help viewers get the information quick and easy. The following has tips on how to make your pages adhere to the template already set into place. When adding content and editing pages, you will extensively use the Content Box (see ***figure 3***), which is commonly known as a WYSIWYG editor (What You See Is What You Get). This editor is fully capable to place tables, insert pictures and edit text.

Figure 3



Below are the steps you will need to take in order to make your new web page conform to the look of the other pages.

1. All pages have a pre-styled headline. Whenever you title your new article page the headline is already styled for you.
2. Each current page has a table that is set up in the center of the page and is set to a dimension of between 500 and 700 pixels. In some cases you may see tables that are 800 pixels wide. In this way the content will flow down the center of the page and will make it easier for viewers to read the information. ***Figures 4 and 5*** are a set of pictorial examples on how to set up a table in a page. Depending on the content and your creative preference, you may choose to use more than one column in a table to place pictures next to text. In the back of this manual you will find code notes to help you write out HTML code for tables. Also in the electronic files of this manual you can find a ***.txt*** document that you can copy and paste code into your content editor.

Figure 4

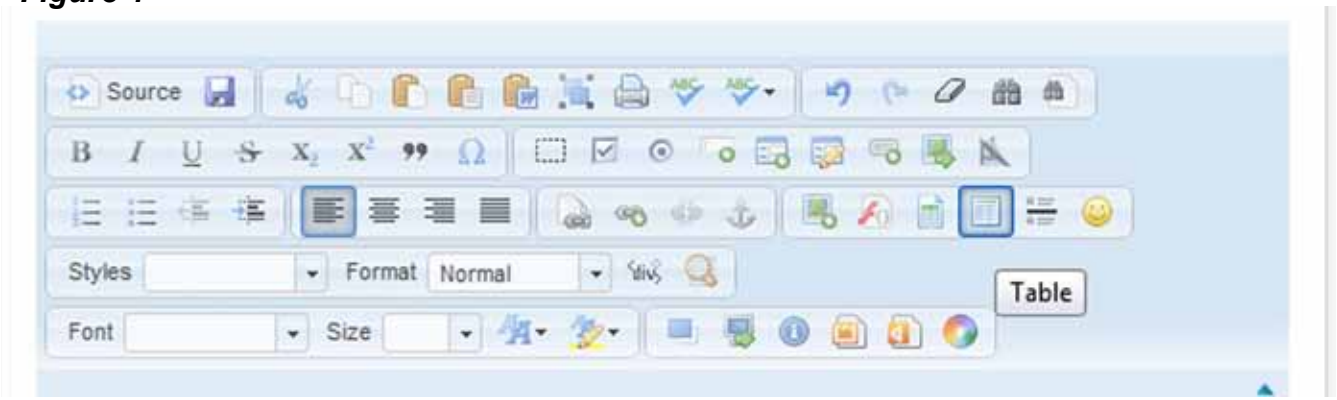
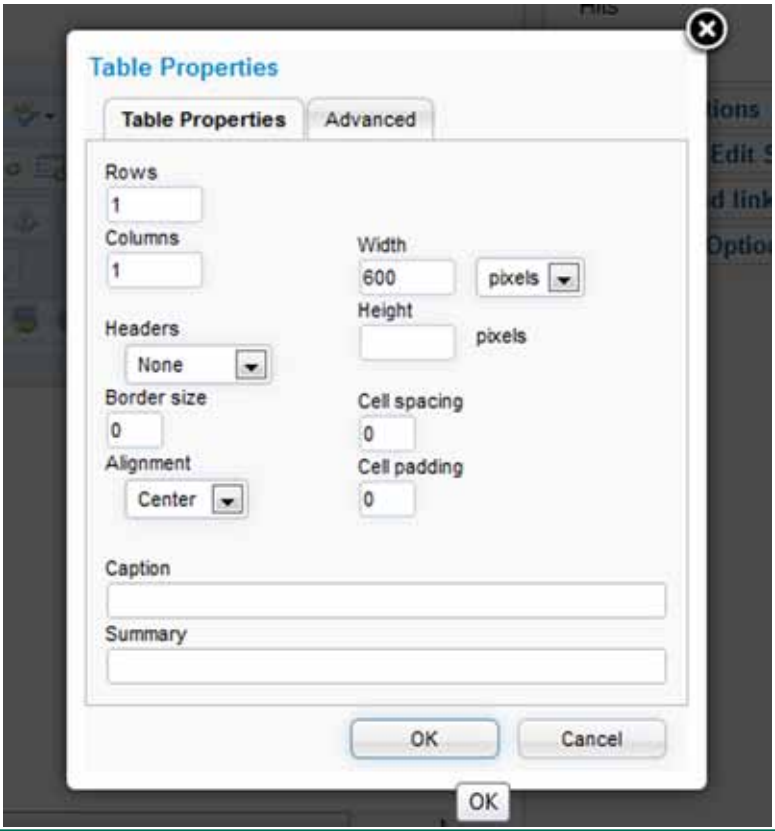


Figure 5



Inserting a New Table

1. Inside the content editor, find the create table button. Click on button and a dialog box will appear.
2. Set the table width (it is recommended that your table is between 500 – 700 pixels wide).
3. Set the cell padding, cell spacing and border size.
4. Set the alignment to center.
5. In this way all the content will be spaced in the center of the page, making large portions of text easier to read.

3. It is recommended that all text be placed in to a note pad document before placing it into your web page. The reason is that word processing programs like Microsoft Word™ can have styling in the text that may look ok but when copied and pasted into the actual page the result may not be what you are looking for. Thus it will save you time and effort to copy all your text from your word processor and paste it into a note pad document and then copy the text in the note pad document and paste into the web page editor.
4. Once you have the text inserted, you can begin styling the text. All the pages use the Arial font family. There two different sub-heads below your main headline. It is up to you which one works best.

Styling Text

•The Green Sub-Head uses the JB Type – Joomla typography plugin. This is the head inside of a blue-teal/green box. Below ***Figure 6 and 7*** shows an example of how the JB-Type is set into place. You'll want to note that the text in this sub-head is set to 14pt. Arial and uses the HTML color code #006D55.

•The Brown Sub-Head is set to 14pt. Arial Bold and uses a HTML color code of #775418.

•The Body Copy Text (normal paragraph text) is set to Arial regular with a HTML color code #006D55. Note the size of this text is set by default to a 12pt. medium size. Because there is a button every page that allows the viewer to change the font size, you will want to leave it set to default. ***Figure 8*** showes body text being styled.

Figure 6

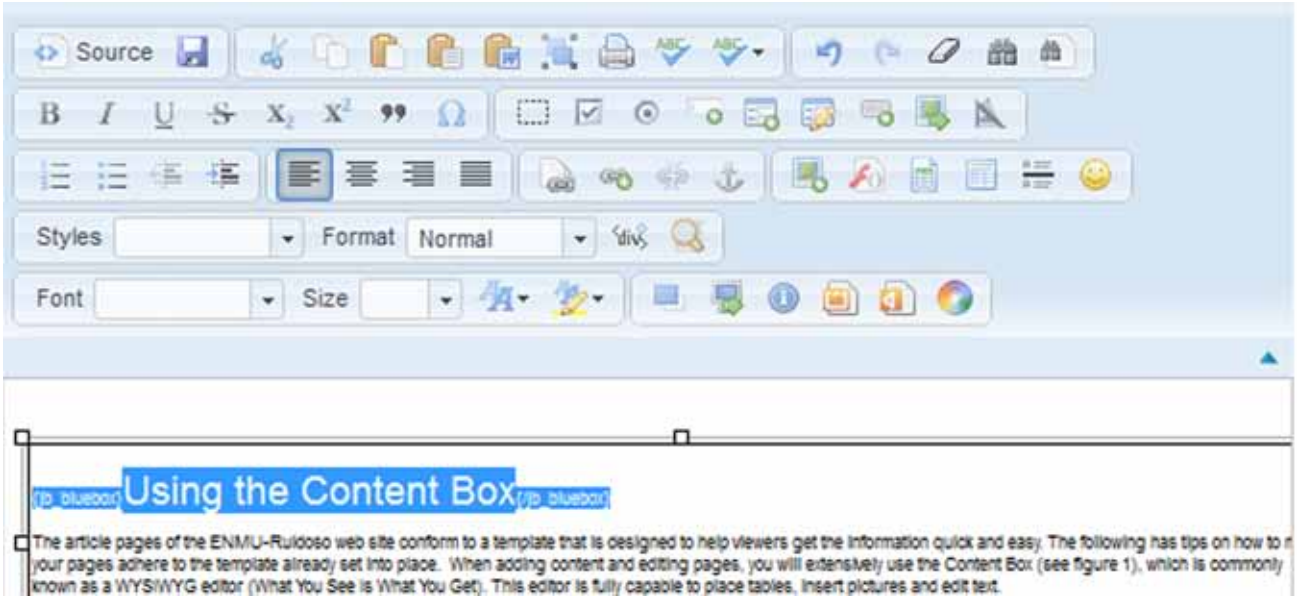

Source
Styles
Format
Normal
Font
Size
{jb_bluebox}Using the Content Box{/jb_bluebox}
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Figure 7

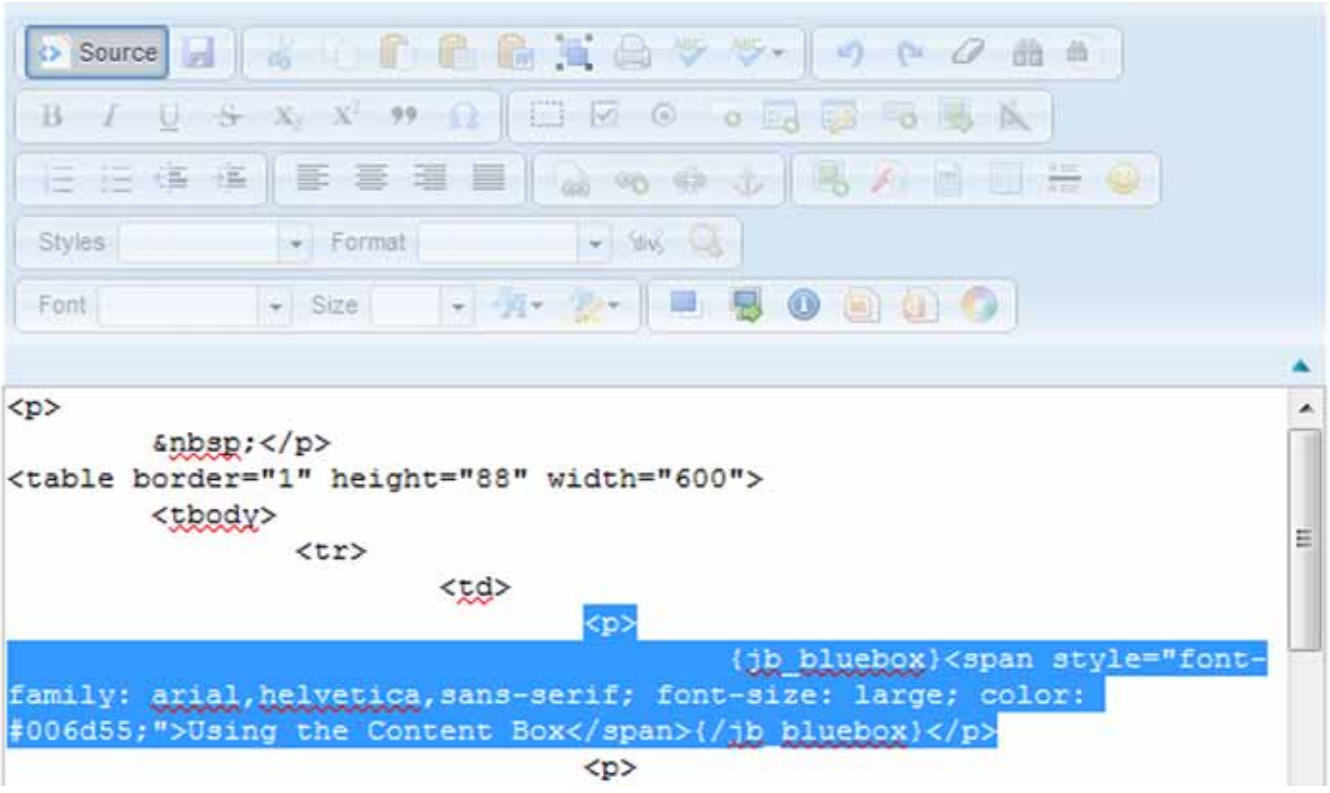
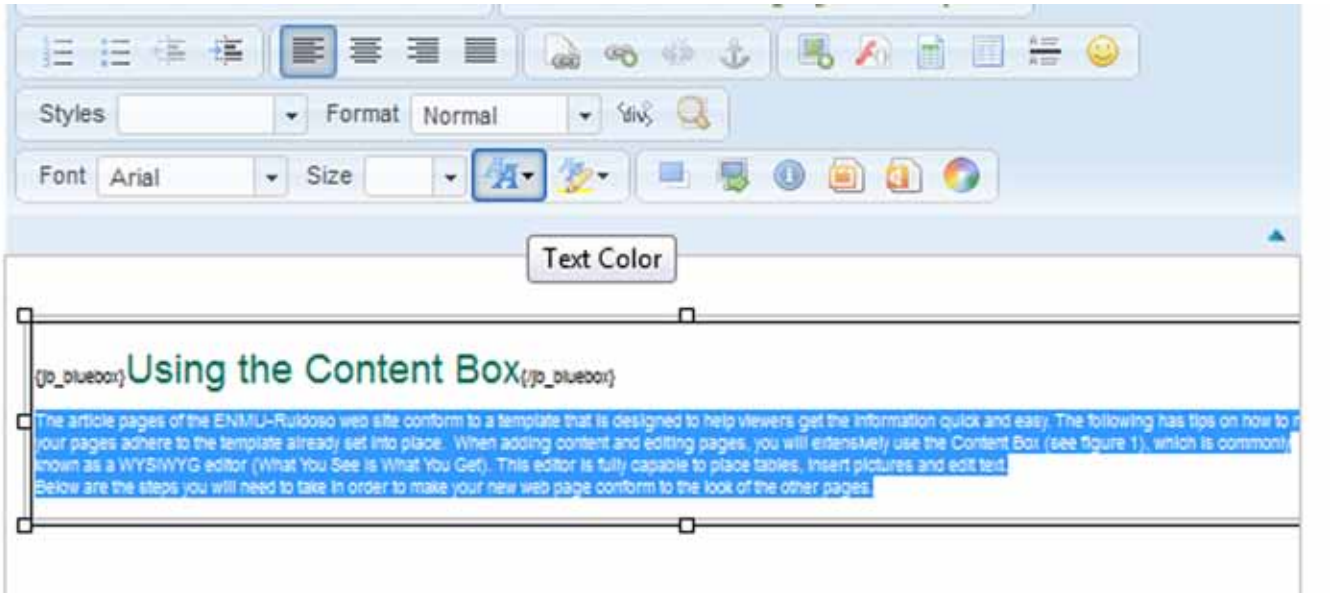


Figure 8


Styles
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Size
Text Color
{jb_bluebox}Using the Content Box{/jb_bluebox}
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Below are the steps you will need to take in order to make your new web page conform to the look of the other pages.

Inserting Pictures

Okay the text you have inserted and styled looks great. Now let's take it a step further and add some pictures to your text. It is recommend, that the computer you are using for updating the ENMU-Ruidoso web site has a folder that is set aside for images to go on the site. Again this will help you maintain good organization and will make it easier when it comes time to put images on the site.

Before inserting a picture, you will need to note how much pixel space you have to work with. Once you have the dimensions of the space you will put the image in, you are now ready to upload the images to the web site. All the images on the web site live in the folder named "images". In some cases, (especially if you have a grouping of images to be in a gallery) you might want to place the images inside of a sub-folder inside the images folder.

Steps to Uploading Pictures

1. From the Control Panel page of the Administration Console, click on Media Manager.
2. If you are uploading multiple pictures for a gallery then you will want to create a new folder. ***See Figure 9***. Type in your new folder name and click "Create Folder". Once you create the new folder then you will want to make sure the folder is selected when you upload your images. ***See Figure 10***.
3. Click on "Browse" and select your images to be uploaded. Note that you can select multiple images at once.

Figure 9

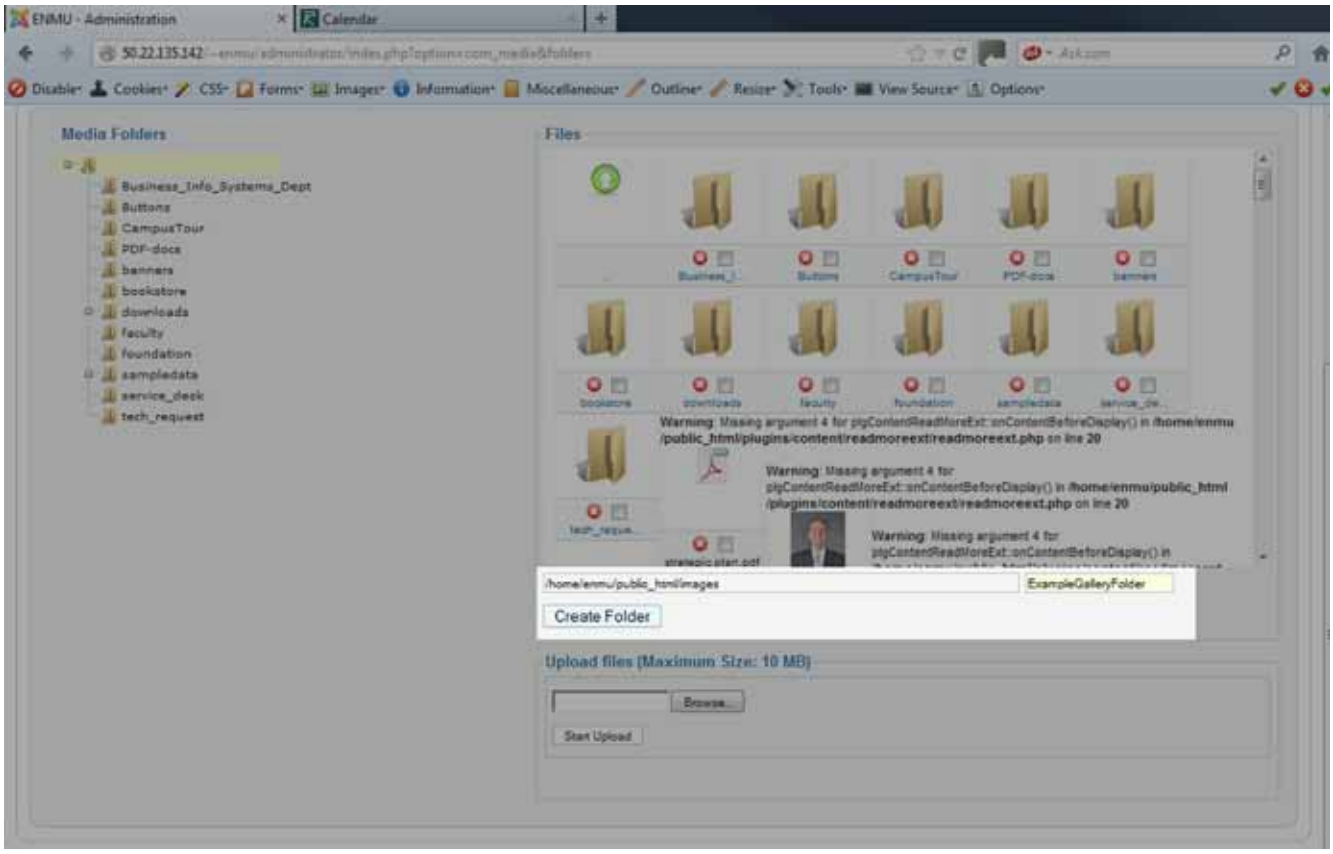
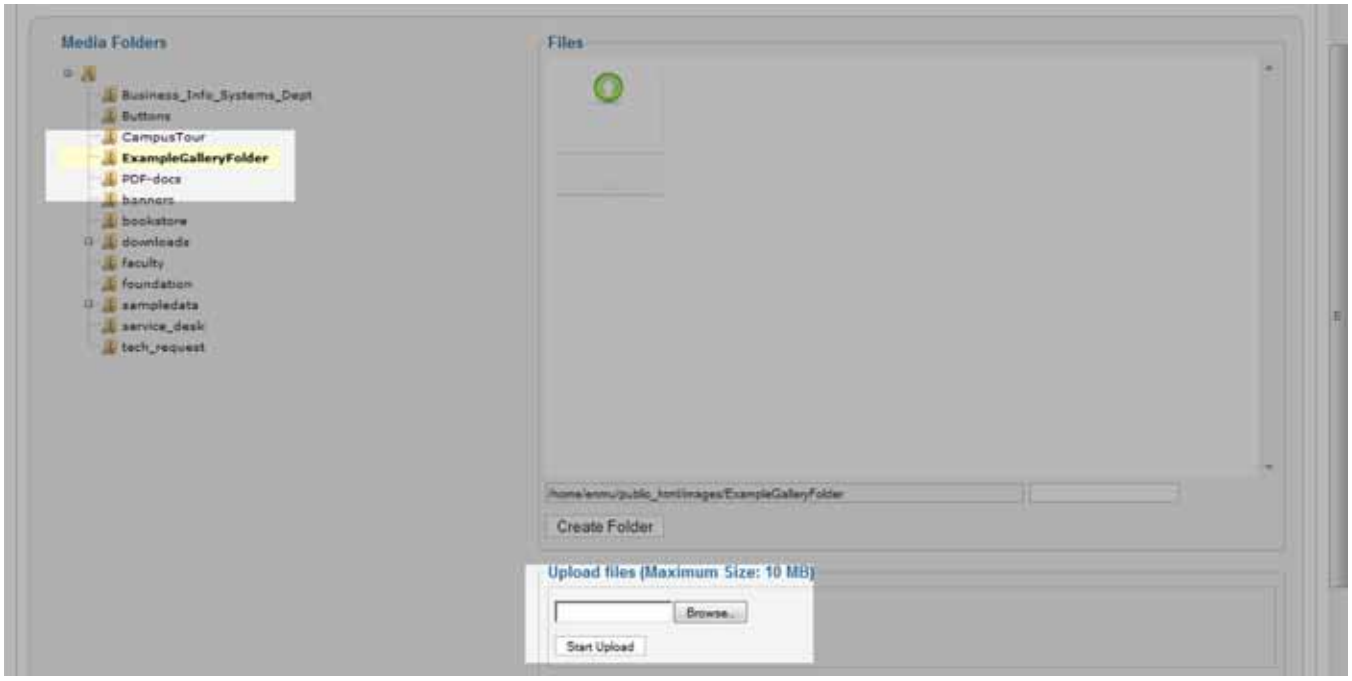


Figure 10



Steps to Inserting a Picture

1. In your Content Editor, click on the picture icon find the name of the picture you are going to insert and select it. ***See Figure 11***
2. Choose the alignment. Note choosing a left alignment will cause the text wrap around the image. ***See Figure 12***
3. Click “Insert” and you picture should appear in your content box. ***See Figure 13***

Figure 11

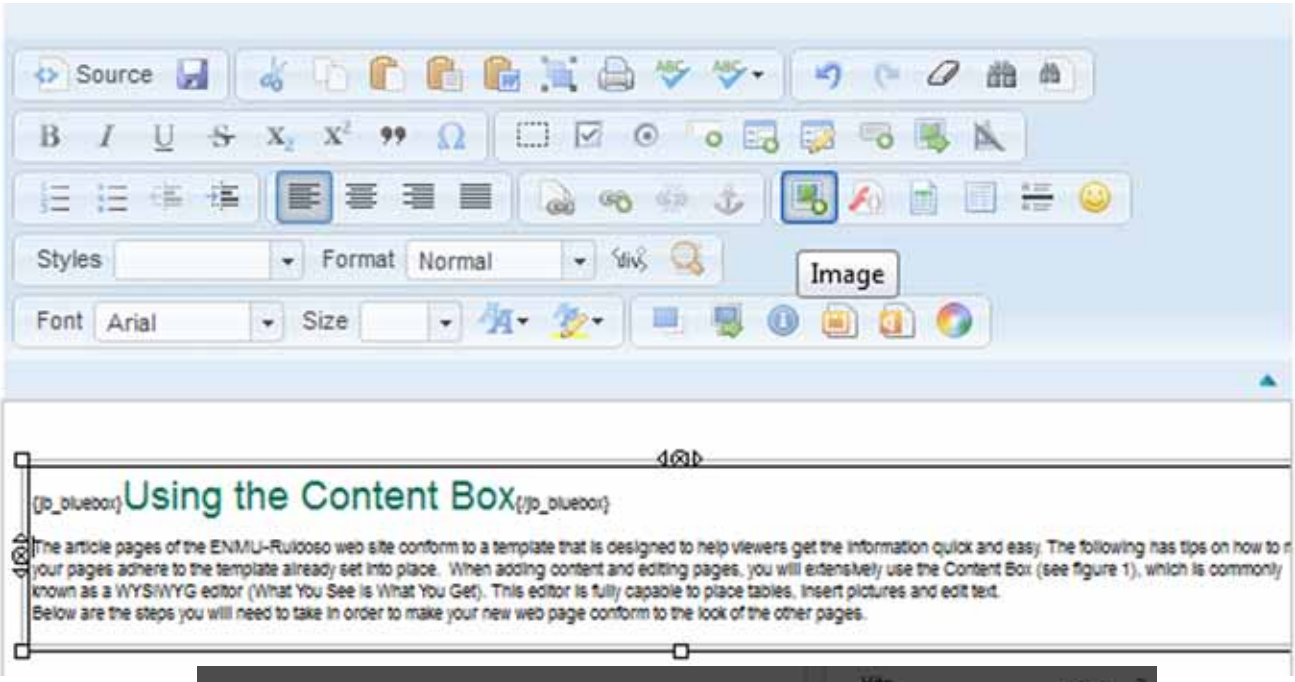

Source
Styles
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Image
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Figure 12

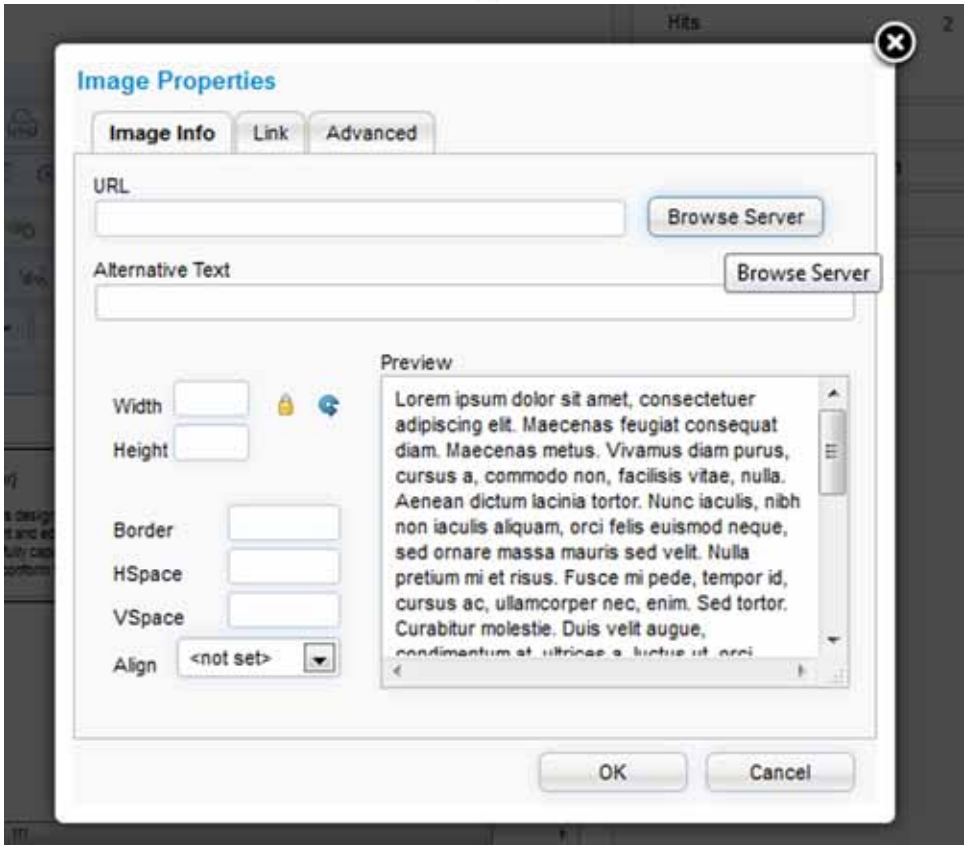
Image Properties
Image Info
Link
Advanced
URL
Browse Server
Alternative Text
Browse Server
Preview
Width
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Border
HSpace
VSpace
Align
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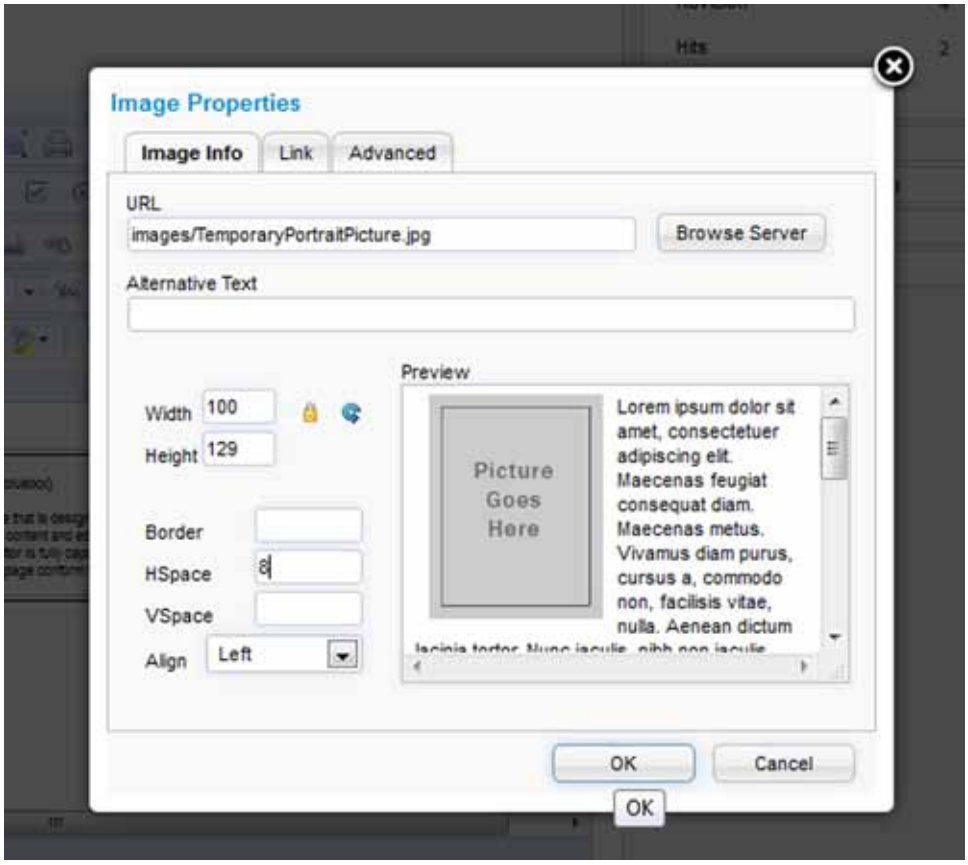
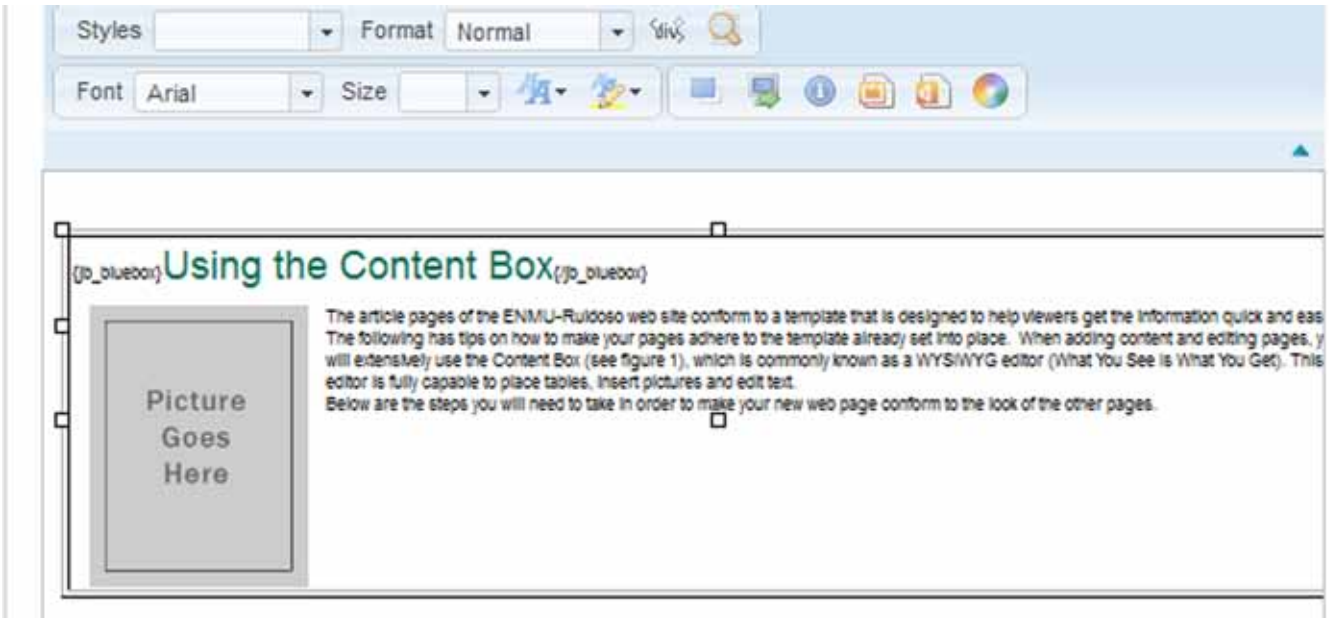
Cancel

Figure 13



When the picture is inserted it should look like this.


Styles
Format Normal
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Picture Goes Here
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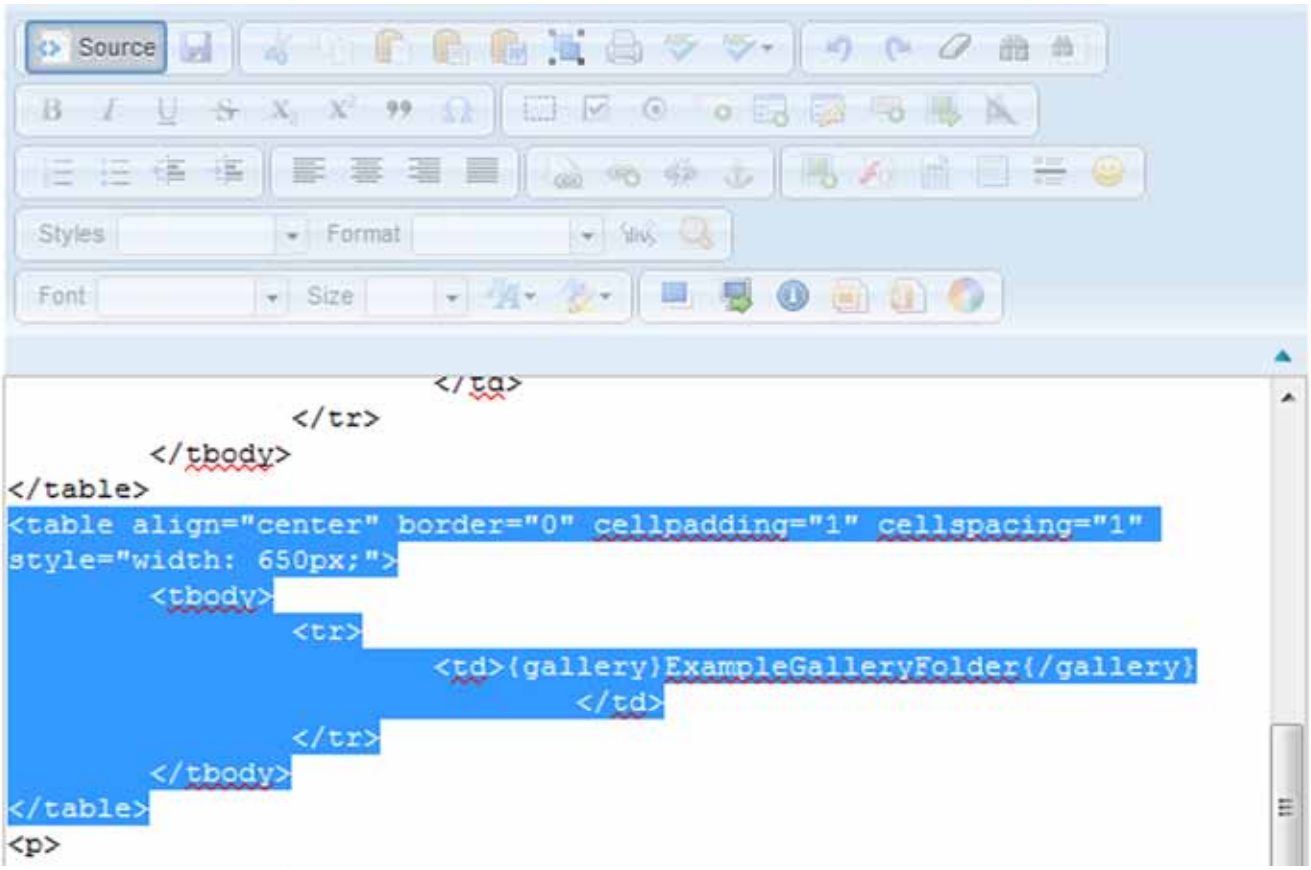
Steps to Inserting a Picture Gallery

(You will definitely want to watch the how to video before inserting a gallery)

1. From the Control Panel page of the Administration Console, click on Media Manager.
2. Create a new folder by typing a name for your new folder then click on “Create Folder”
3. Click on “Browse” and select your images to be uploaded. Note that you can select multiple images at once. ***See Figures 9 and 10***
4. To insert your gallery first click on the code view button “Source” in your content box and paste the following code inside between an open and closed table data tag. ***See Figure 14***

Figure 14

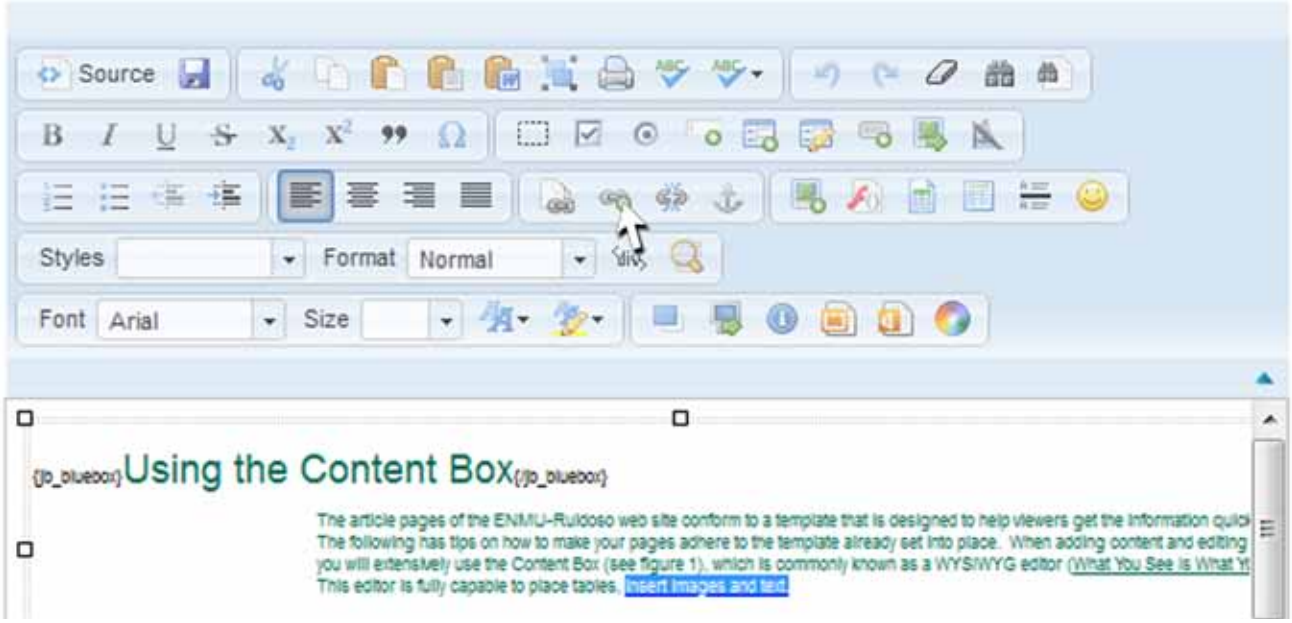


Steps to Uploading and Linking to a PDF

1. Uploading PDFs to the Media Manager is done differently than the way image are uploaded. You won’t need to upload the PDF in the media manager beforehand. Instead you will upload the PDF as you make a link to it.
2. Select the text or image that you want to link the PDF to then click the “Link” button. ***See Figure 15***
3. Click on “Browse Server”.
4. Click Browse to find the PDF to be uploaded then click “Send to Server” to complete the upload. ***See Figure 16***

5. Select the PDF that you just uploaded in the window. ***See Figure 16***
6. Click on the Target tab and select New Window (_Blank). ***See Figure 17***
7. Click “OK”, then click “Save”. Test your page the PDF should open in a new browser window. ***See Figure 18***

Figure 15


Source
Styles
Format
Normal
Font
Arial
Size
{jb_bluebox}Using the Content Box{/jb_bluebox}
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you will extensively use the Content Box (see figure 1), which is commonly known as a WYSIWYG editor (What You See is What Yo
This editor is fully capable to place tables, Insert Images and text

Figure 16

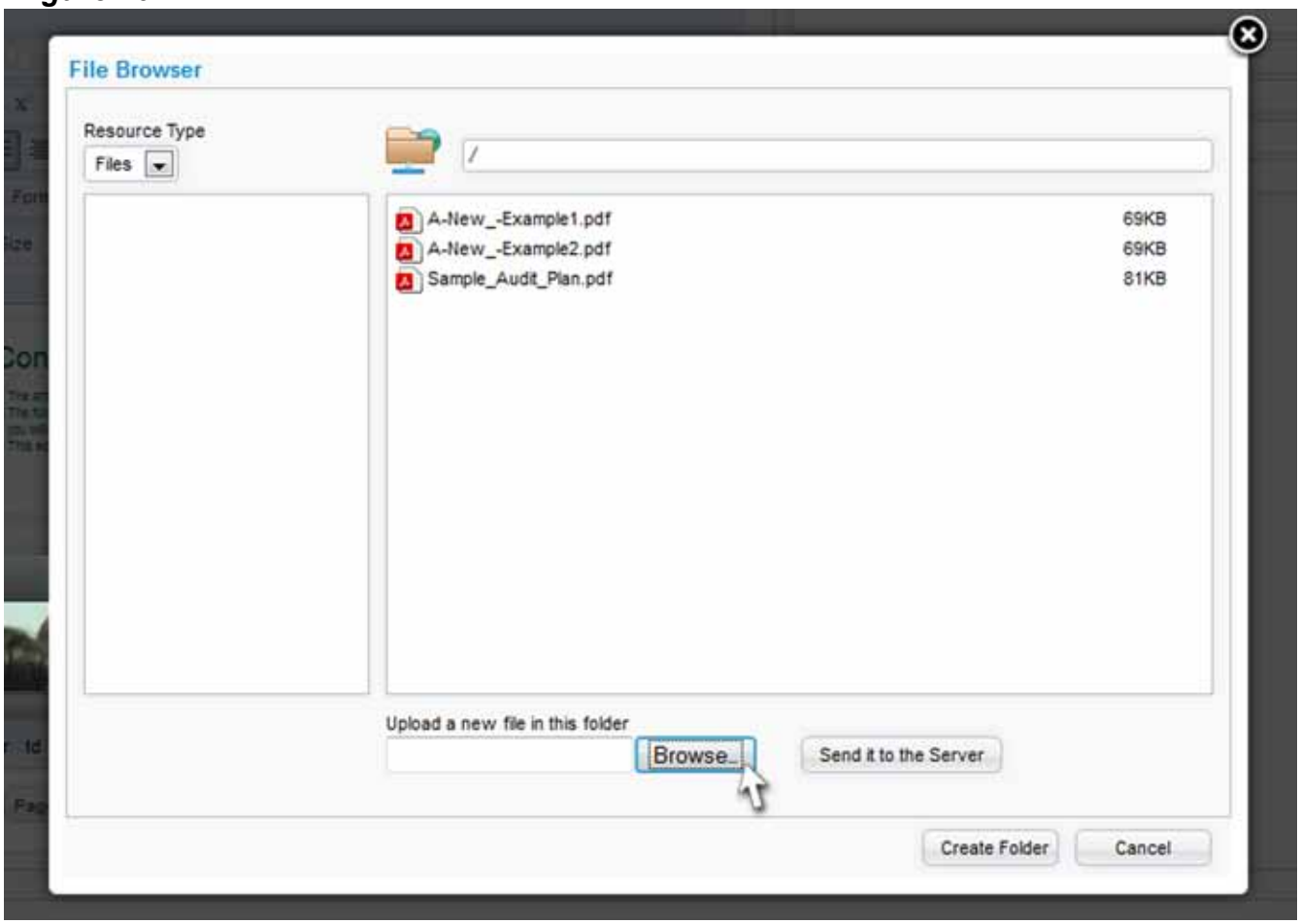


Figure 17

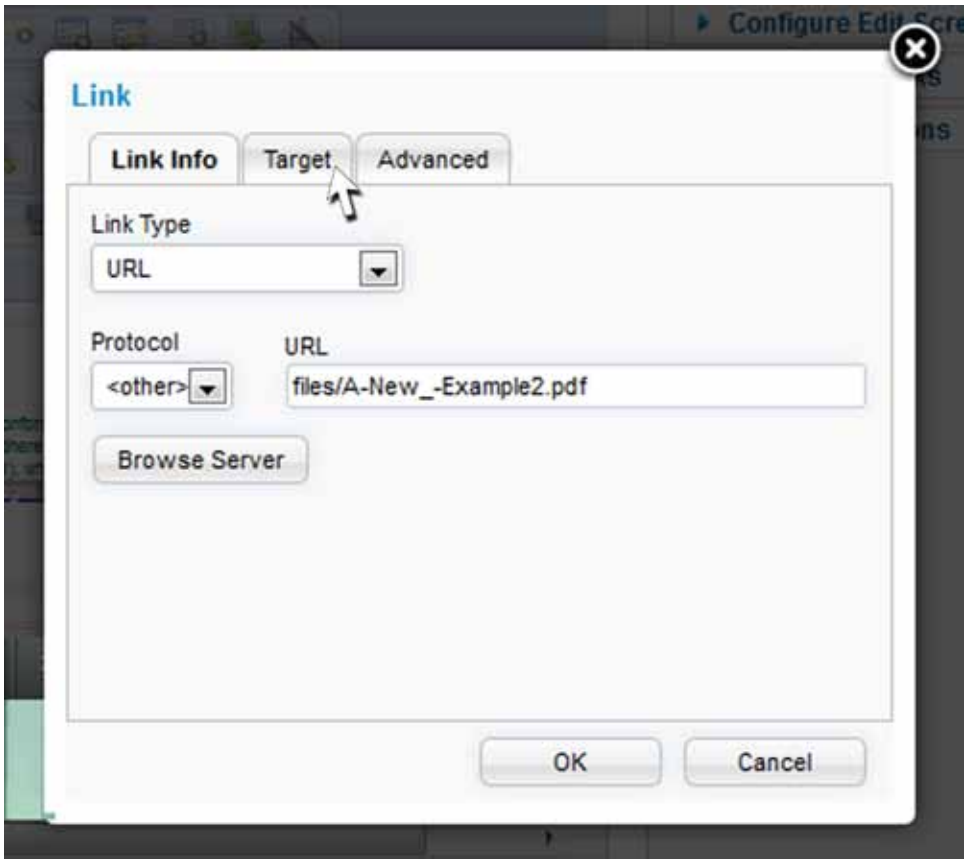
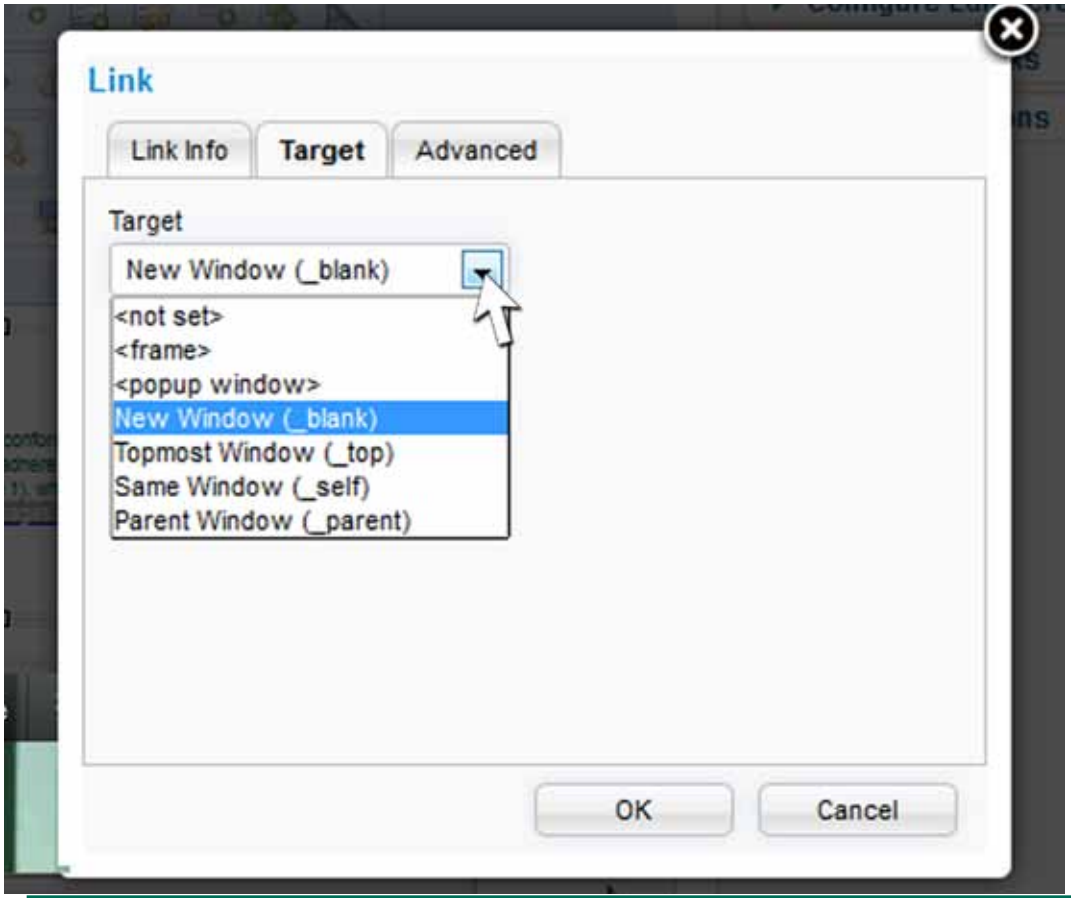


Figure 18



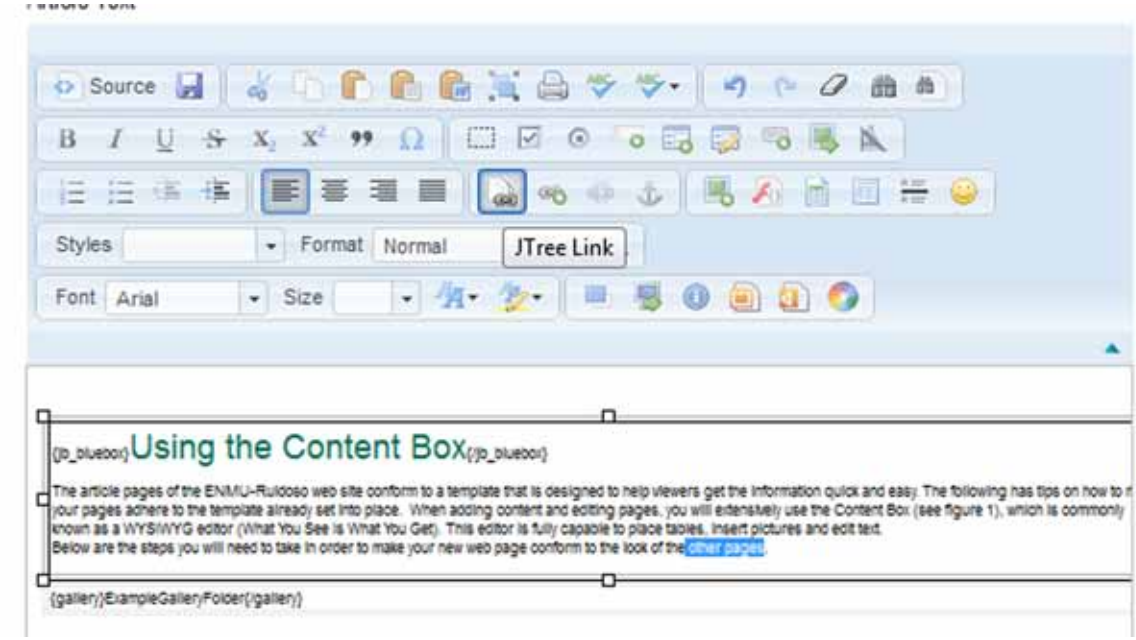
Linking to Internal and External Pages

When creating links, you have a variety of ways you can go. You can; link to pages within the site (internal linking), link to other web site pages (external pages), and link to documents such as Word documents and PDFs. It is recommended that when you link to an external page that you target the page to open in a new window. As an administrator of the web site you would want the viewer to stay on your page as long as possible.

Steps to Create Internal Links

1. Select the text or image you want to link to another page. See ***Figure 19***
2. Click the “J-Tree Link” button in the Content Editor and then find the page you want to link to under the “Sample Data Articles” folder and click on it. Note the dialog boxes should then show the page you selected and the respective URL.
3. Click “OK” See ***Figure 20***

Figure 19


Source
Styles
Format
Normal
JTree Link
Font
Arial
Size
{jb_blueboi}Using the Content Box{/jb_blueboi}
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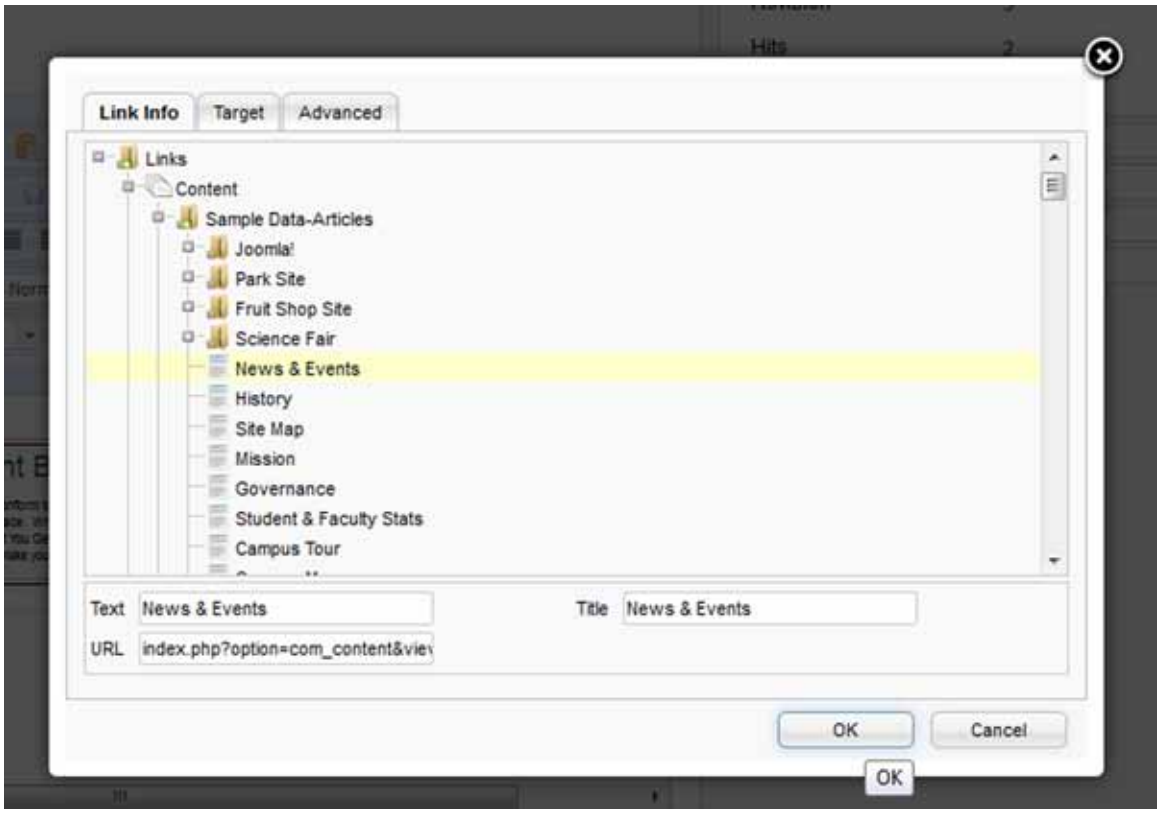
known as a WYSIWYG editor (What You See is What You Get). This editor is fully capable to place tables, insert pictures and edit text.
Below are the steps you will need to take in order to make your new web page conform to the look of the other pages.
{gallery}ExampleGallery/Folder{/gallery}

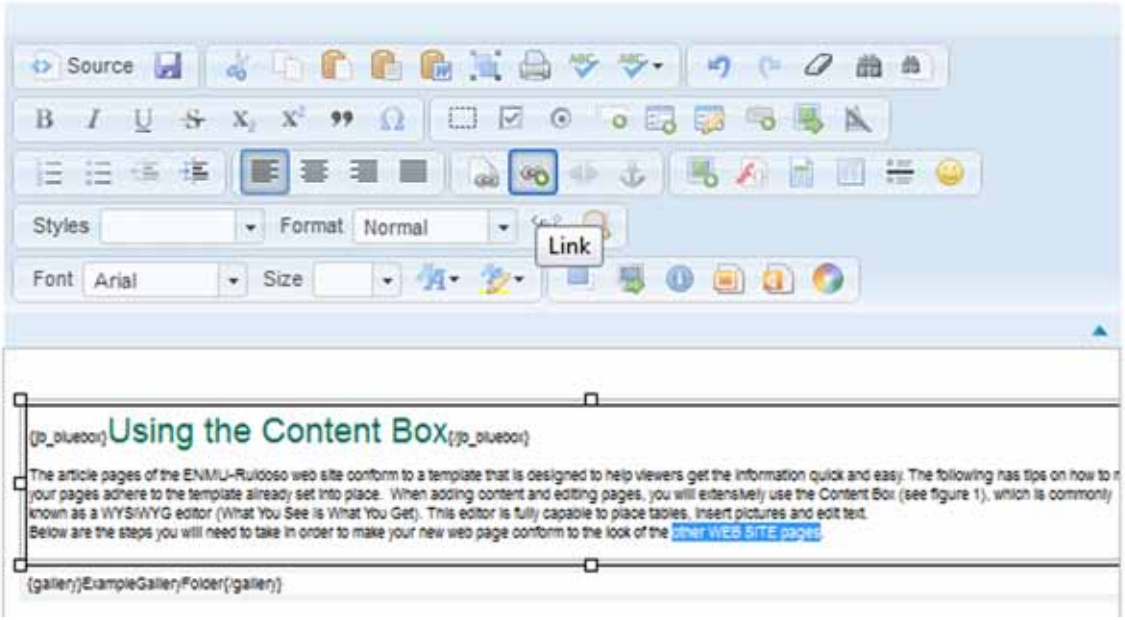
Figure 20



Steps to Create External Links

1. Select the text or image you want to link to another web site.
2. Click the “Link” button. See ***Figure 21***
3. Select the link type
4. Select the “Target” tab. You will want to note that when you link to other web sites, you want to use “New Window (_blank)”. This will create a new web page window when the viewer clicks the link. See ***Figure 22***
5. Click the “Link Info ” tab, then enter the URL address. Note you can click the “Browse Server” to link to PDFs and other documents that can be displayed on the internet
6. Click OK. See ***Figure 23***

Figure 21


Source
Styles
Format
Normal
Link
Font
Arial
Size
{jb_blueboxt}Using the Content Box{/jb_blueboxt}
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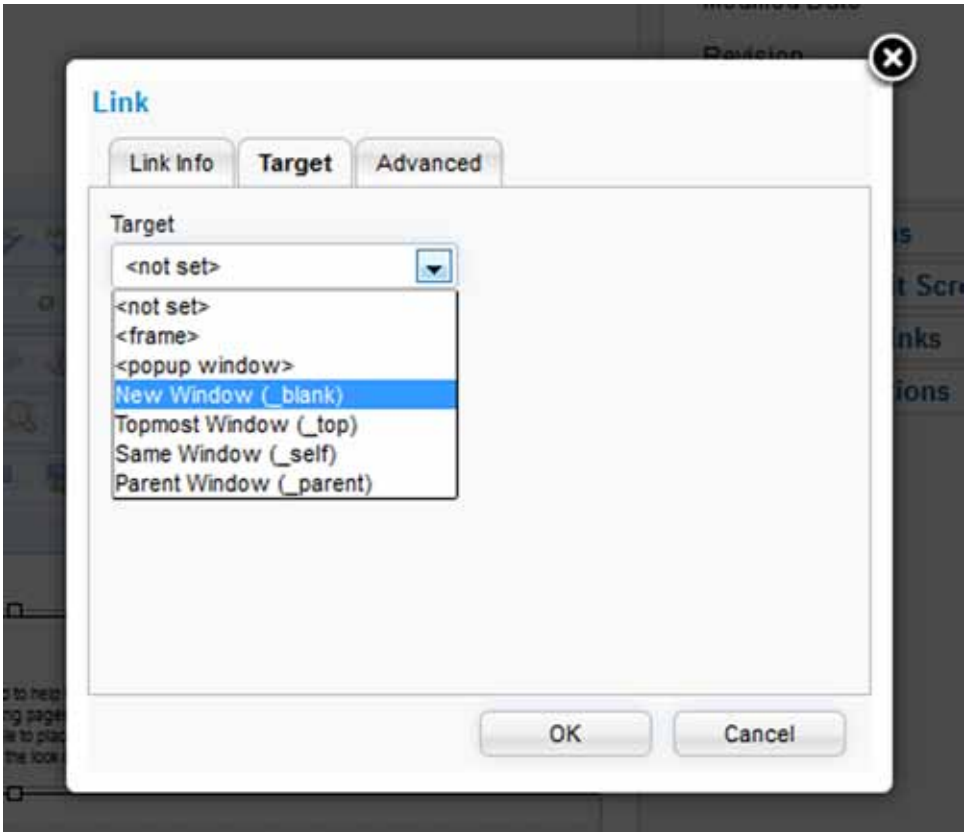
{gallery}ExampleGallery/Folder{/gallery}

Figure 22

Figure 23



Inserting Video

Inserting video is relatively simple to do. If you are familiar with pasting a YouTube™ video in an email, then it should be easy. The only tricky part is that it must be embedded in the code. When you embed a video you will want to make sure of your useable space. And especially when you embed a new video on the home page, you will want to make sure that your video does not exceed 340 pixels wide.

Steps for Embedding Video in a Regular Article Page

1. Log into the ENMU Ruidoso YouTube™ account. Find and click-on “My Channel” See ***Figure 24***
2. Click on the video and then find and click on share. See ***Figure 25***
3. ***Figure 26*** shows that the embed button has been clicked and by now you should know the exact dimensions of your space to embed the video. You can select a pre determined size or choose put in a custom size. Once you have chosen the size of the video then copy the <iframe> code in the box above.

4. Log into the ENMU-Ruidoso Site Administration Console then, find your page to put the video in.

5. Make sure that you have a table to place the video in and type some place holder text. See ***Figure 27***

6. Click on the “Source” button then find in the code where you place holder text is (should be in between the <td> & </td> tags). Remove the place holder text and paste the <iframe> code that you copied in the YouTube™ account. See ***Figure 28***

Figure 24

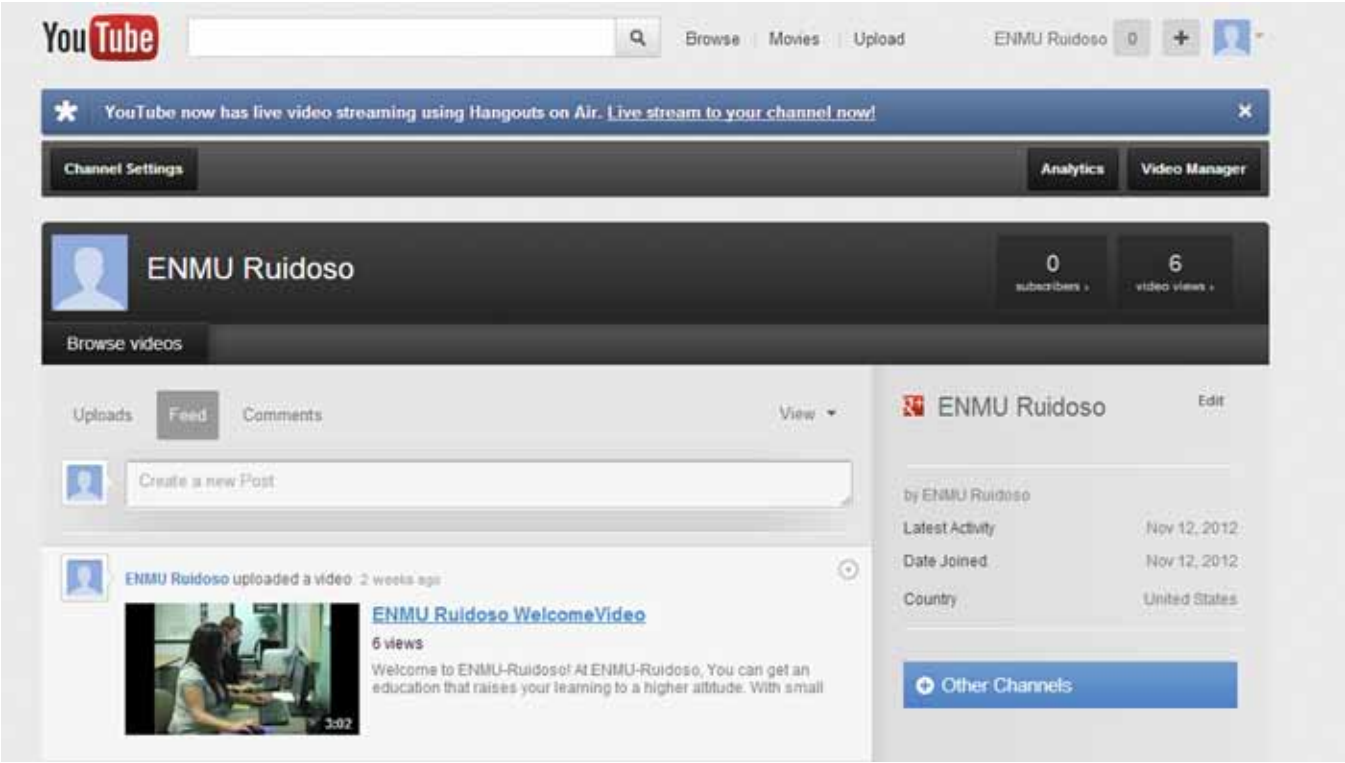


Figure 25

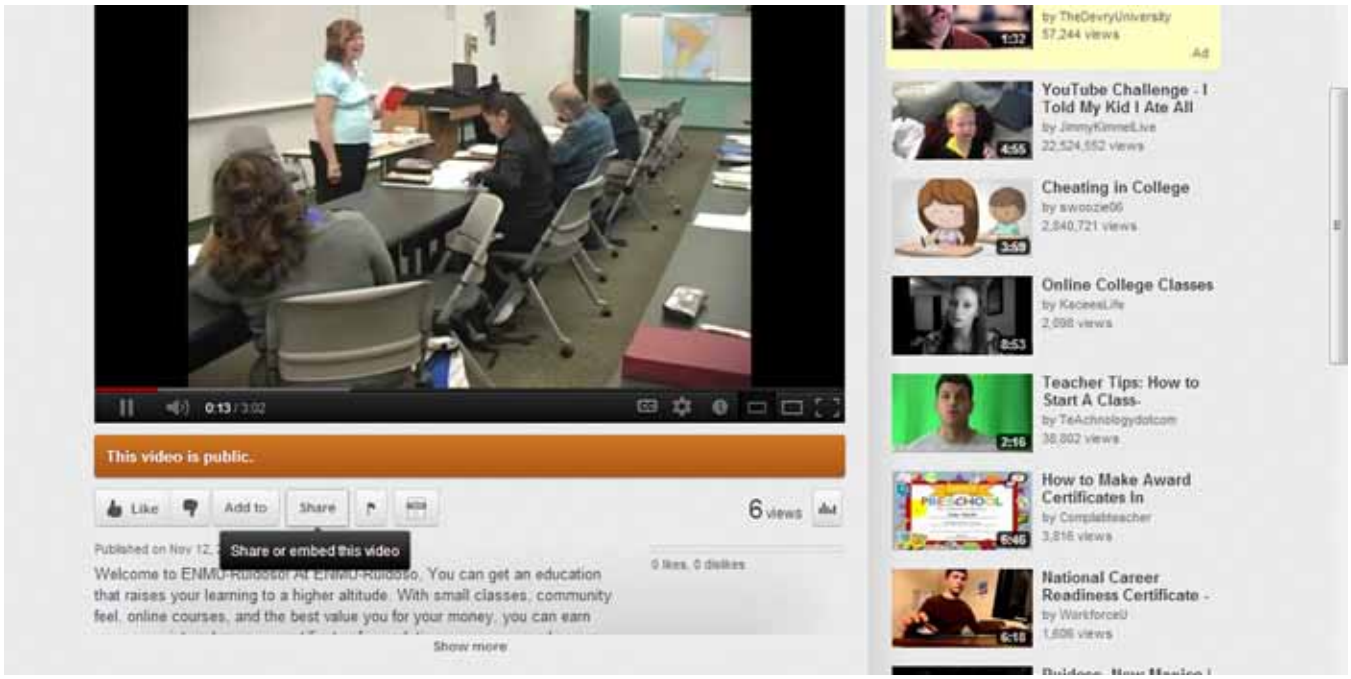

0:13 / 3:02
This video is public.
Like
Add to
Share
6 views
Share or embed this video
Welcome to ENMU-Ruidoso! At ENMU-Ruidoso, You can get an education that raises your learning to a higher altitude. With small classes, community feel, online courses, and the best value you for your money, you can earn
Show more
YouTube Challenge - I Told My Kid I Ate All
Cheating in College
Online College Classes
Teacher Tips: How to Start A Class-
How to Make Award Certificates In
National Career Readiness Certificate -

Figure 26

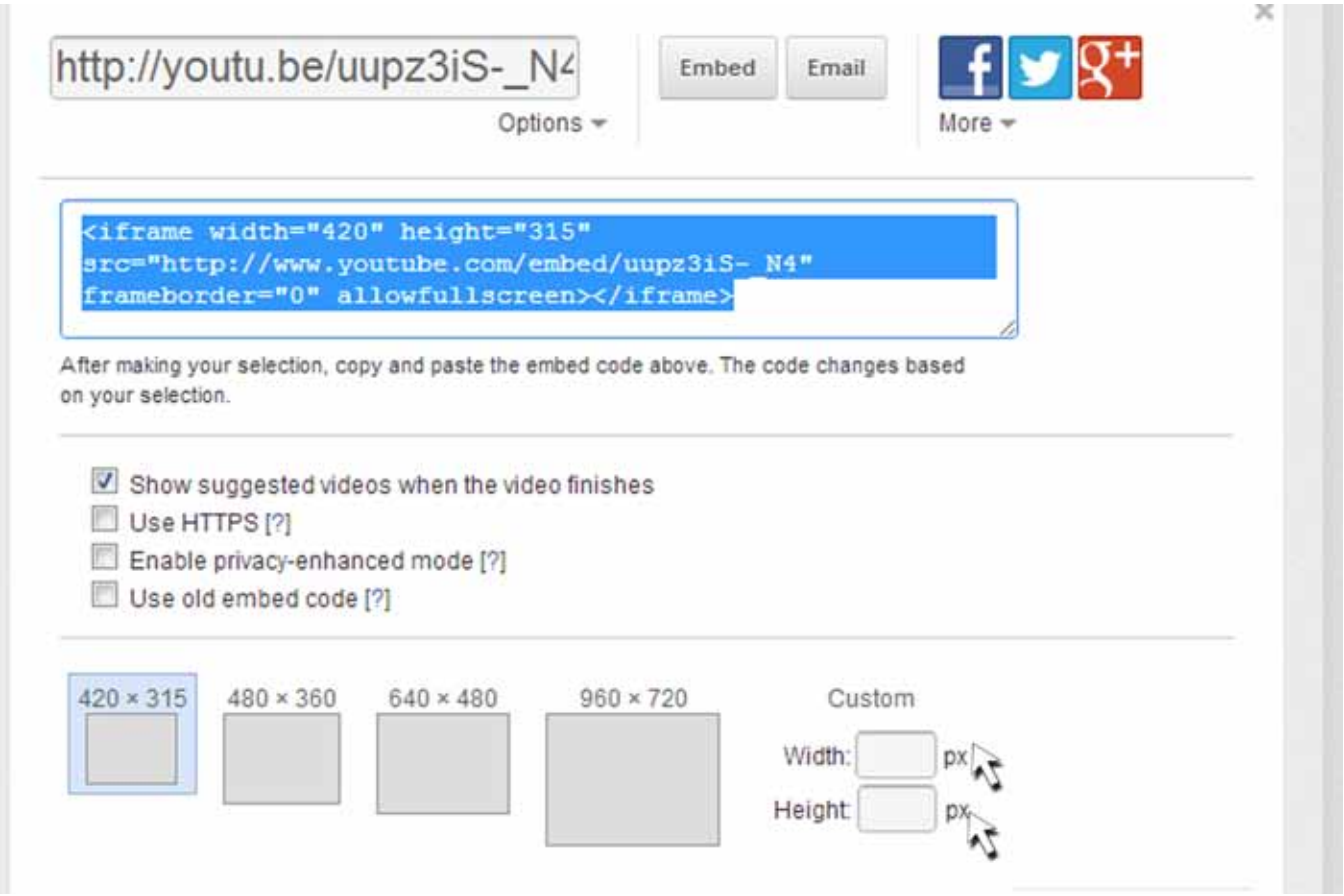
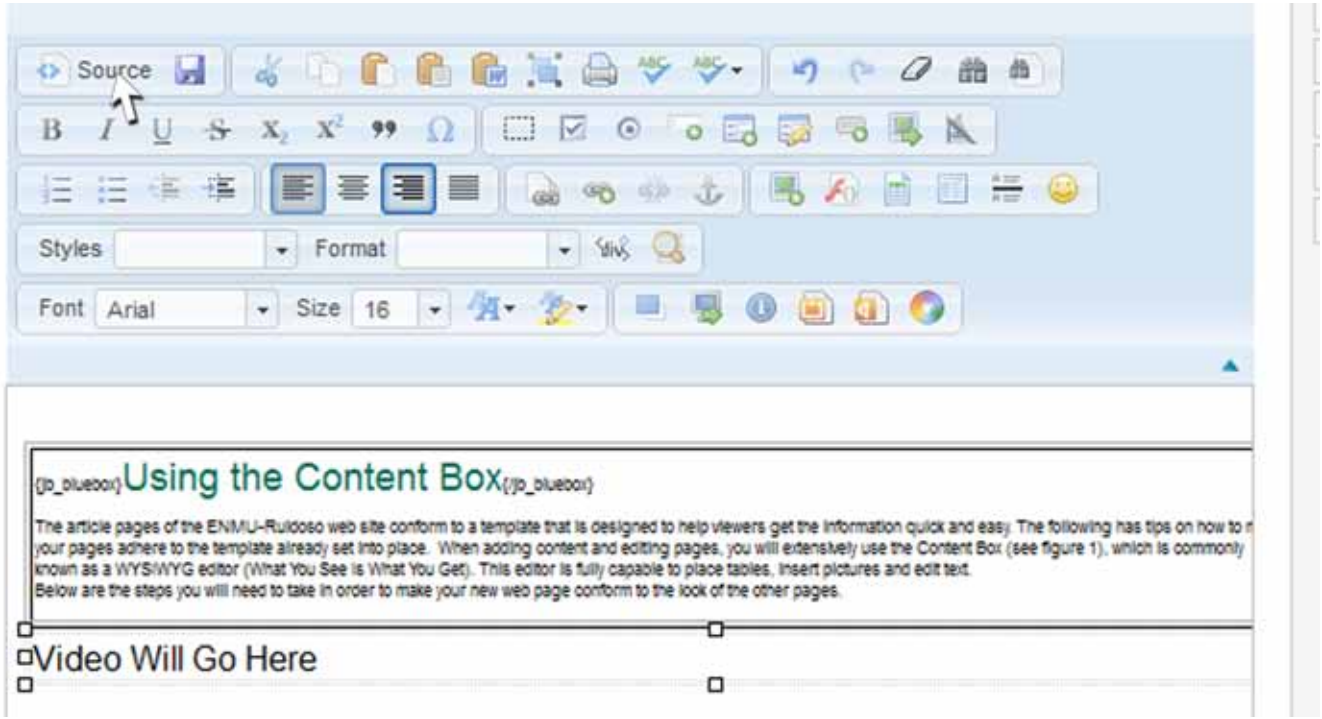


Figure 27


Source
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Arial
Size
16
{jb_bluebox}Using the Content Box{/jb_bluebox}
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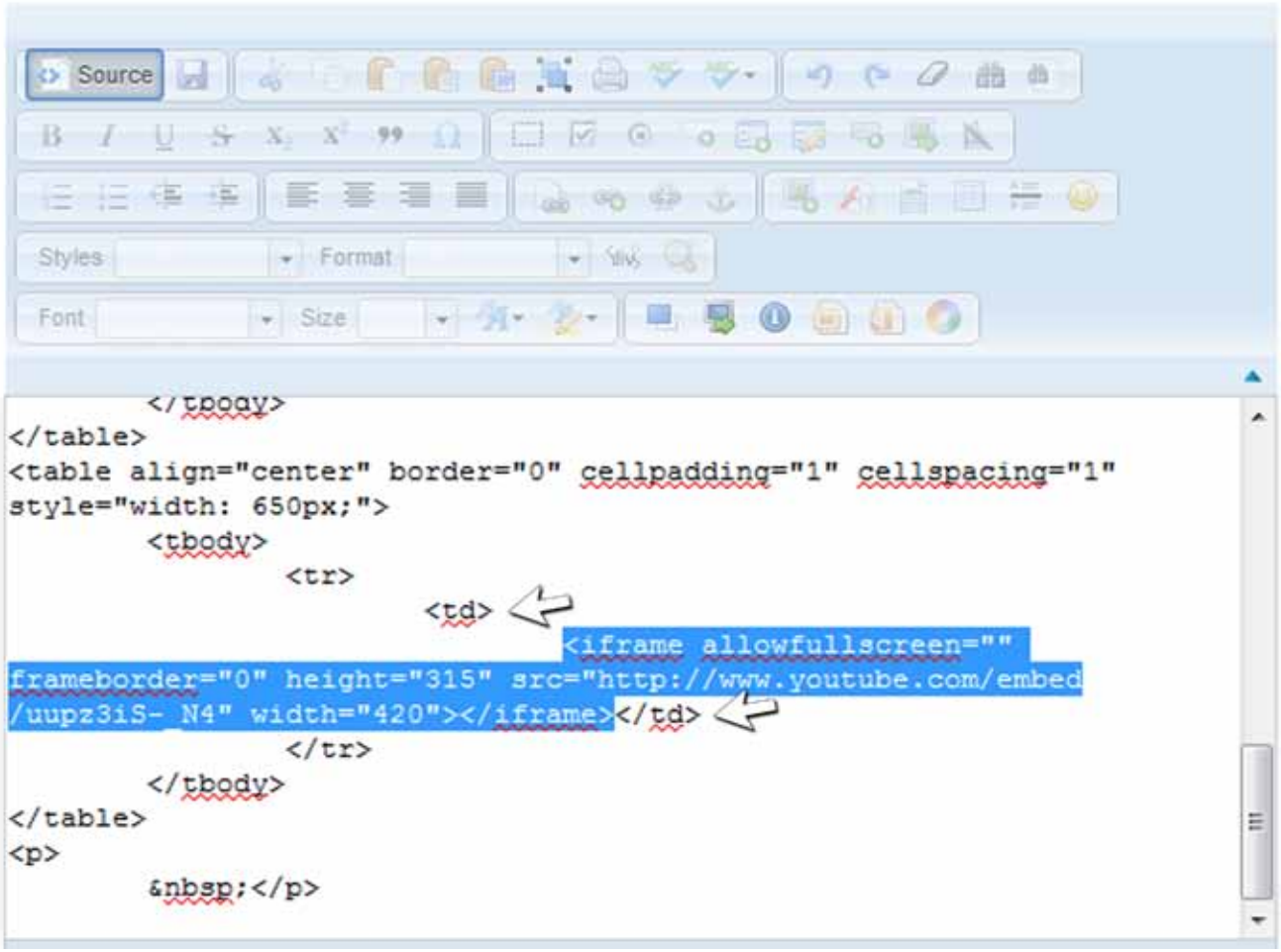
Below are the steps you will need to take in order to make your new web page conform to the look of the other pages.
Video Will Go Here

Figure 28



Steps for Embedding Video in the Home Page Left Column

1. Embedding video into the “Home Page Left Column” is very similar to embedding video into a regular article page. However you need to pay close attention to the pixel dimensions. The pixel dimensions for the video on the home page are 340px x 267px. So you will need to use these custom pixel sizes option in the YouTube™ account before you copy the <iframe> code. Note you should see these dimensions inside the <iframe> code. See ***Figures 24-26***
2. Log into the ENMU-Ruidoso Site Administration Console then, find and open the “HomeLeftCol” article page. See ***Figure 30***
3. Click on the “Source” button in the Content Editor. See ***Figure 31.*** Note that the <iframe> code for the video lives in between the tags. Do not change or alter the tags. Simply replace the <iframe> code.
4. Click on save and open the Home page in a new window of your browser to make sure the video works.

Figure 30

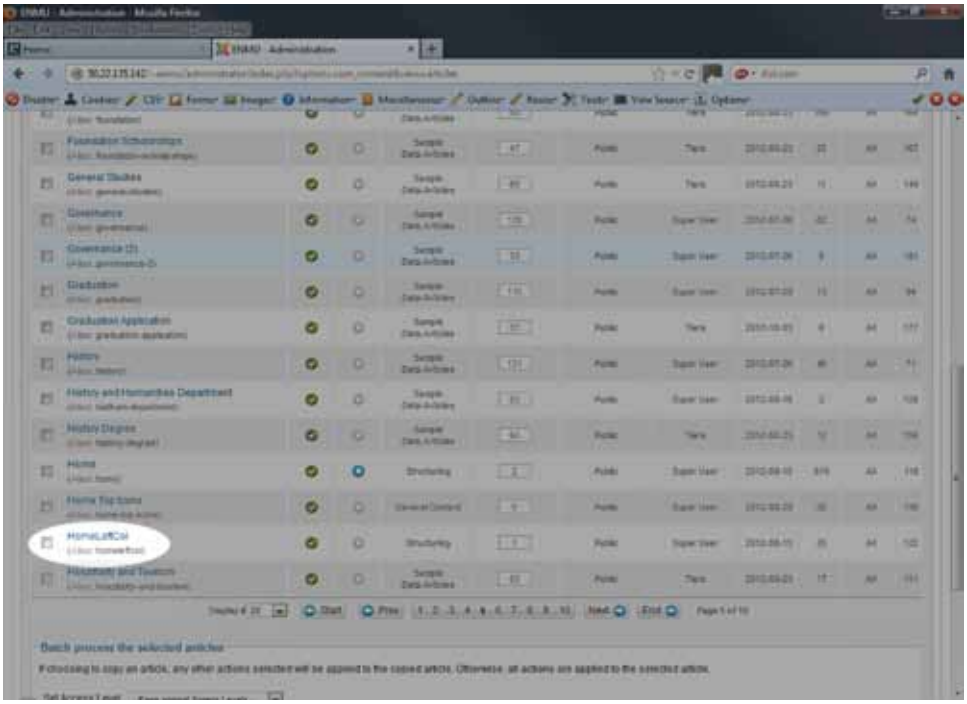
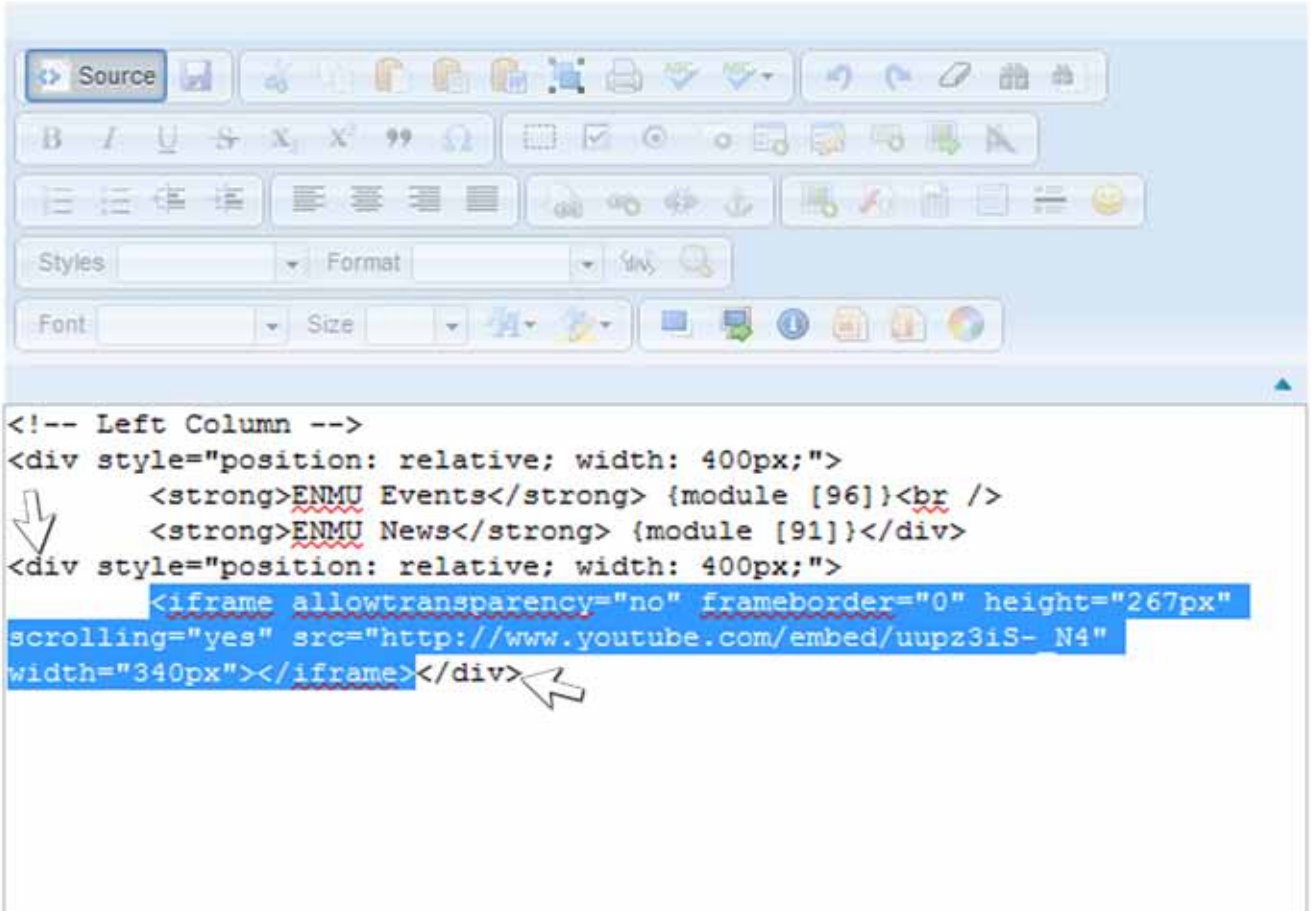


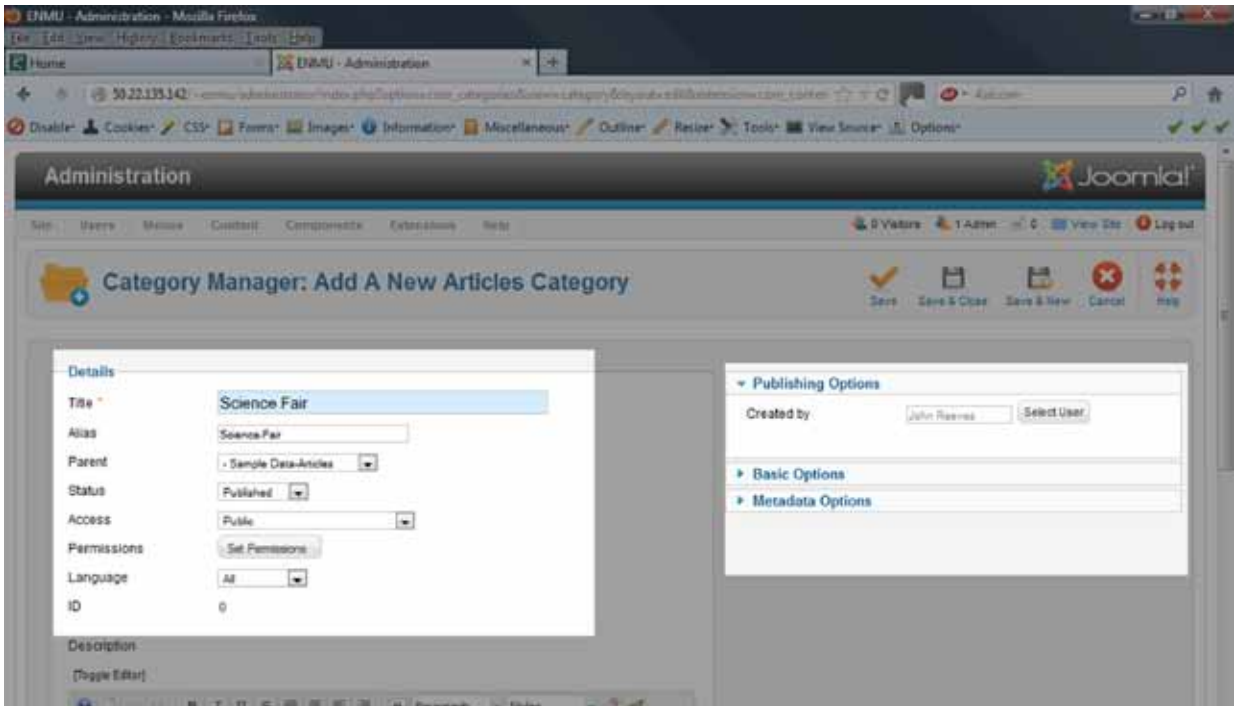
Figure 31



Using Categories

Using categories can be very helpful especially when you have several groups of pages that go together and are meant to be published temporarily. For instance if you are making several article pages with unique names that cover a similar subject, you may want to place those pages inside of a new category. Regardless of whether you decide to place your new article pages inside of a category or not, it is a good idea to name each article page in a way that is related to the subject, that way articles will be easy to find when making links and makes for better organization. Another good thing about having article pages inside of a specific category is that once you are finished with the pages, you can delete the category and the articles in one or two clicks of the mouse. All of the permanent pages are inside the category “Sample Data-Articles”. In order to keep everything organized, you will want to place any new category inside the “Sample Data-Articles”. ***Figure 32*** shows an example of the page to set up a new category. As you can see, the parent category is “Sample Data-Articles”.

Figure 32



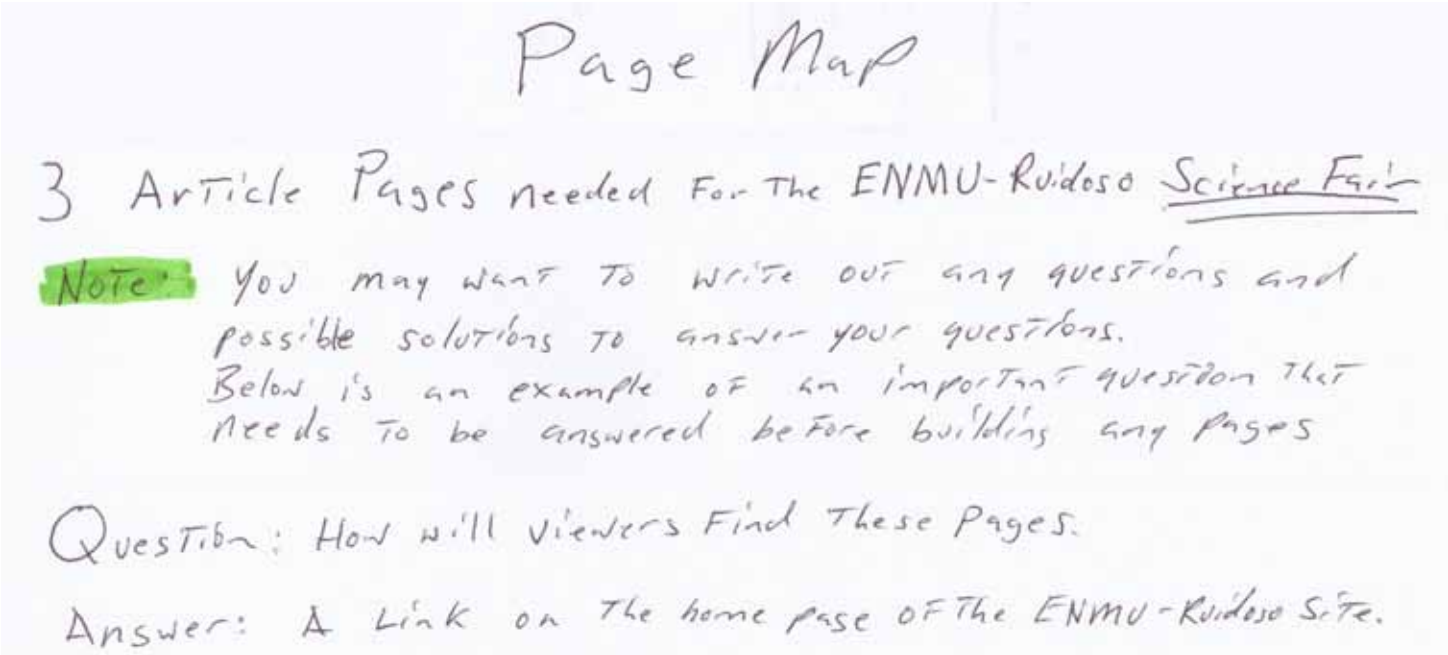
Setting Up a New Category

1. Starting on the Control Panel, click on the Category Manager Icon.
2. Click on “New”
3. Go through the dialog boxes entering the “Title”, “Alias”, “Parent (as Sample Data-Articles)”, and in the “Created by” box you will click the Select User and select your user name.
4. The other dialog boxes can be left alone to be set by default.
5. Click “Save & Close”. In the Category Manager, find your new category.

An Example of Using a Category and a Bit about Pre-Planning

Let's say that ENMU-Ruidoso wants you to create several pages for an upcoming science fair. And, let's say that you'll need a science fair home page, a contact page and form page for viewers to enter their project. Since you are planning to build several article pages about a particular subject, it is a good idea to scratch out a map on paper beforehand. ***Figure 33 and 34***show how a map on paper might look.

Figure 33

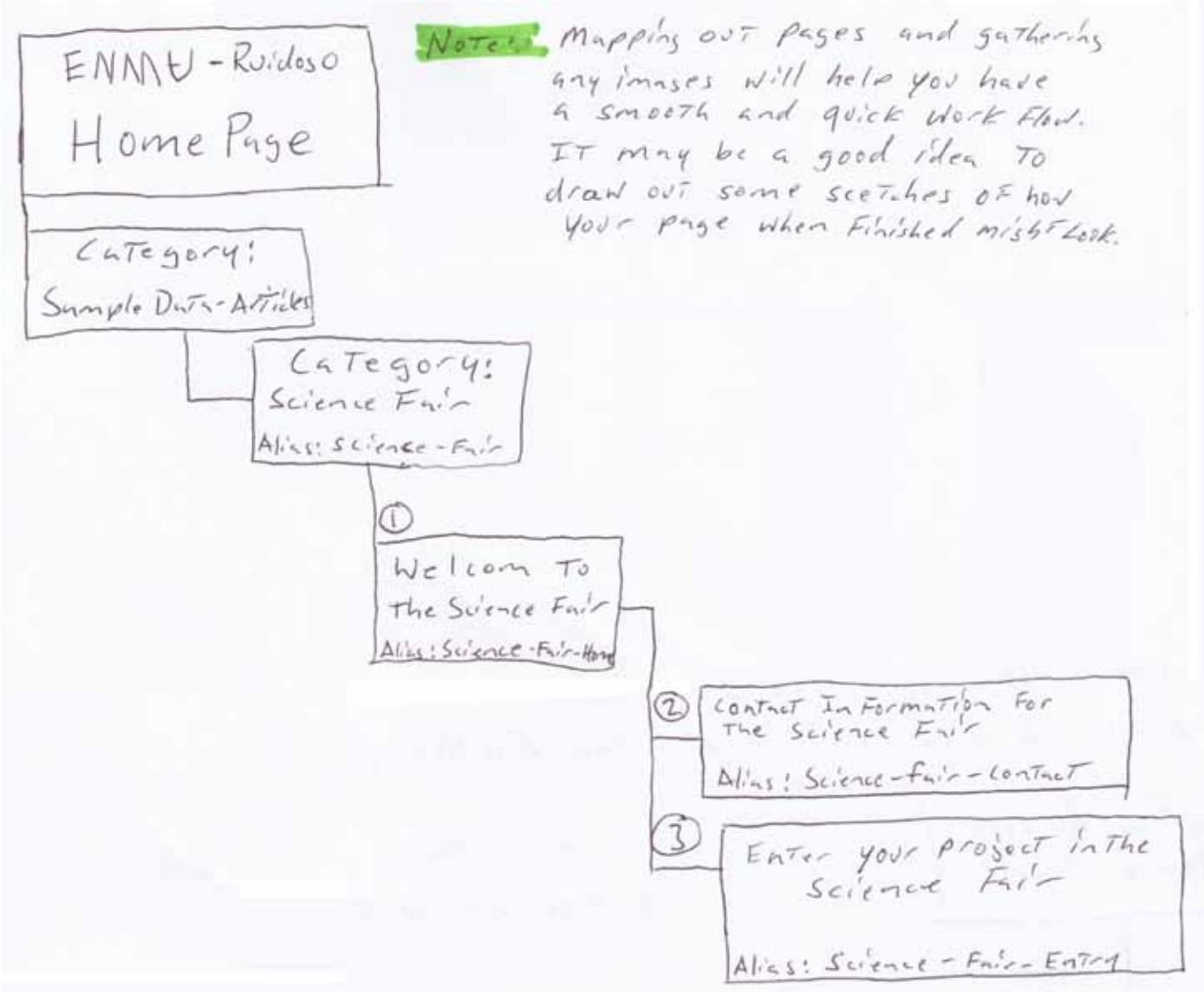

Page Map
3 Article Pages needed For The ENMU-Ruidoso Science Fair
Note: You may want To write out any questions and possible solutions To answer your questions. Below is an example OF an important question That needs To be answered before building any Pages
Question: How will viewers Find These Pages.
Answer: A Link on The home page OF The ENMU-Ruidoso Site.

As you start to draw out your page map, you may also want to consider.

1. How long will the pages be up on the site and will you have an easy way to take the down when necessary?
2. What is the outcome that you will expect from these pages?
3. What graphics maybe needed?
4. Who will see these pages? Are the pages more important to teachers or students, or perhaps the general public?

Having a solid plan and knowing the answers to questions like these will help you create a set of pages quickly.

Figure 34


ENMU - Ruidoso
Home Page
Note: Mapping out pages and gathering any images will help you have a smooth and quick work flow. It may be a good idea to draw out some sketches of how your page when finished might look.
Category:
Sample Data - Articles
Category:
Science Fair
Alias: science-fair
1
Welcom To
the Science Fair
Alias: Science-Fair-Home
2
Contact Information For
The Science Fair
Alias: Science-fair-contact
3
Enter your project in the
Science Fair
Alias: Science-Fair-Entry

Important Naming Conventions

As you will see in the sections to come, it is important to be accustomed to a naming convention when making new categories and articles. Having a solid naming convention that is unique to your subject will make it easier to link pages and will help maintain organization. Below is an example of how article pages could be named inside of a category

Category Name: Science Fair **Alias:** science-fair
Title: Welcome to the Science Fair **Alias:** science-fair-home
Title: Contact Information for the Science Fair **Alias:** science-fair-contact
Title: Enter Your Project in the Science Fair **Alias:** science-fair-entry